

# SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION'S NOTICE OF NON-DISCRIMINATION IN EMPLOYMENT

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this policy statement as an embodiment of that commitment to the fullest. The South Carolina Department of Transportation prohibits discrimination based on race, religion, color, national origin, disability, political affiliation, sex or age; except where age is a bona fide occupational qualification. The Department's Equal Employment Opportunity/Affirmative Action Program is a legal responsibility mandated by State and Federal laws and regulations. However, it is more importantly a management philosophy, which requires the full support of all Department employees.

Employees are our most valuable resource and our policy is that no person shall be discriminated against in any aspect of employment because of an individual's race, religion, color, national origin, disability, political affiliation, sex or age; except where age is a bona fide occupational qualification. This policy applies to all personnel actions including, but not limited to, recruiting, hiring, classification/compensation, benefits, promotions, transfers, layoffs, recall from layoffs, educational, social, or recreational programs of this agency. Furthermore, when necessary, we will take affirmative action to achieve our goal of equal employment at all levels.

The Affirmative Action Plan has been developed as a management tool to help us achieve our goal of equal employment opportunity for all. The plan has been designed to provide managers and supervisors with information on the current makeup of the work force, goals, timetables, and policies relating to the Department's Affirmative Action Program. Managers and supervisors should become familiar with this document and share the information with employees under their supervision. Each supervisor is held accountable for any action or inaction in this area. Members of our Commission have reviewed the plan and are committed to implementing the goals and timetables established in the plan.

Effective September 5, 2006, Ms. Darlene M. Rikard, Employee Relations Manager, was given overall responsibility for implementation of our Affirmative Action Plan. These responsibilities include development of specific goals and timetables, reporting progress and deficiencies to the Director, and upon request, reporting progress and deficiencies to members of the Commission. Ms. Rikard serves as a resource person to all Department employees. This includes providing information on the Affirmative Action Plan implementation, training opportunities (inclusive of EEO training courses), arranging discussions with staff and assisting in the Equal Employment Opportunity issues which occur in the day-to-day personnel management responsibilities.

The Affirmative Action Program is a temporary measure and will remain in effect until our goals are achieved. Our continued efforts are required to obtain a truly representative work force, and we expect the full cooperation of all managers, supervisors and other employees in this program.



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Executive Director  
South Carolina Department of Transportation  
May 2, 2007