

Know the 6 Essentials of a Model EEO Program

1. Demonstrated commitment from LaRC Leadership

- EEO must be:
 - Embraced by agency leadership.
 - Communicated through the ranks from the top down.
- EEO principles must be a fundamental part of LaRC culture
- Agency head must issue annual EEO and anti-harassment policy statements.

2. Integration of EEO into LaRC's strategic mission

- Director of EEO has regular access to LaRC senior management.
- Managers and employees are involved in the implementation of the agency's Title VII and Rehabilitation Act Programs.

3. Management and program accountability

- Establish procedures to prevent all forms of discrimination
- Evaluate managers and supervisors on efforts to ensure equality of employment opportunity.
- Maintain effective reasonable accommodation procedures.
- Maintain clearly defined and fair personnel policies.



4. Proactive prevention of unlawful discrimination

- Conduct a self-assessment on at least an annual basis to monitor progress and identify areas where barriers may operate to exclude certain groups.
- Develop strategic plans to eliminate identified barriers.

5. Efficiency

- Maintain an efficient, fair and impartial complaint resolution process.
- Establish and encourage the widespread use of alternative dispute resolution (ADR).
- Maintain an effective data collection system of the workforce, applicant flow and complaint tracking.

6. Responsiveness and legal compliance

- Ensure full compliance with Title VII and Rehabilitation Act, including Equal Employment Opportunity Commission (EEOC) regulations, orders and other written instructions.
- Report agency program efforts and accomplishments to EEOC
- Comply with final EEOC orders for corrective action and relief.