



**UNITED STATES GOVERNMENT
OFFICE OF NAVAJO AND HOPI INDIAN RELOCATION**

**Christopher J. Bavasi
Executive Director**

AFFIRMATIVE ACTION STATEMENT OF POLICY

The Office of Navajo and Hopi Indian Relocation (ONHIR) is committed to the concept and practice of equal opportunity and affirmative action. The agency's Affirmative Action Program was guided by Rehabilitation Act of 1974 Section 503 and pursuant regulations (41 CFR Part 60-741). Guidelines for the Affirmative Action Program were issued by the Equal Employment Opportunity Commission in accordance with 29 CFR Part 1608 to establish a policy of providing equal employment opportunity and prohibit discriminatory treatment of any person with a disability.

The ONHIR Affirmative Action Policy establishes guidelines for recruiting and selection processes to promote and maintain a fair and equal workforce. The ONHIR Action Statement is reviewed and updated annually and will analyze results of existing hiring processes to determine if adjustments need to be made to prevent potential discrimination or adverse impact against women and minorities.

The agency also maintains responsibility with its employees to foster and maintain a work environment free of harassment and discrimination. In furtherance of this policy, retaliation against an individual who files a complaint or participates in an investigation, compliance review, hearing or other activity related to discrimination is expressly prohibited.

Affirmative Action Director Responsibilities in AAP:

- Provide assistance whenever it is needed to ensure that Managers and Supervisors are made aware of the program and request their cooperation and assistance in implementation.
- Maintains overall responsibility for implementation of Equal Opportunity Policy and the implementation of AAP obligations including outreach and recruitment of people with disabilities.
- Develops policy statements, oversees regular meetings with managers to ensure policies are followed, training personnel involved in recruitment, screening, selection, promotion, disciplinary and related processes to ensure its commitment to affirmative action program are implemented.
- In conjunction with management identifies any problem areas in the AAP and assists in developing solutions, identifying any barriers to employment for individuals with known disabilities and assists agency Managers in developing possible reasonable accommodations to ensure individuals with disabilities benefit from equal employment opportunities.
- Ensures information posters and notices are properly displayed and/or disseminated in ways that are accessible and understandable to applicants and employees.
- Keeps agency management informed of developments in the affirmative action area.

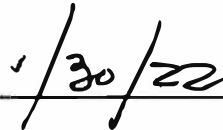
Manager and Supervisor Responsibilities in AAP:

- Taking action to prevent the discrimination and harassment of employees.
- Ensure their departments fully comply with the intent of the affirmative action program and policies.
- Review qualifications of all applicants and employees to make sure qualified individuals are treated in a non-discriminatory manner with regard to hire, promotion, transfer and termination.
- Review job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her job duties and responsibilities.
- Works with the Affirmative Action Director and qualified employees or applicants with disabilities to determine appropriate reasonable accommodations if they are necessary for performance of the job and/or the recruitment process.

The ONHIR actively supports the AAP program and through this responsibility does not permit discrimination against its employees and utilizes affirmative action to employ, advance in employment, and provide equal treatment for all employees.



Christopher J. Bavasi, Executive Director



Date