




## EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

In order to provide equal employment and advancement opportunities to all applicants and employees, decisions at Beaufort-Jasper Water and Sewer Authority (BJWSA) are based on merit, qualifications, and abilities. **BJWSA does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, gender identity, genetics, national origin, citizenship, age, veteran status, disability, sexual orientation, marital status or any other characteristic protected by law.** This policy governs all actions including, but not limited to, employment, promotion, demotion, transfer, recruitment, layoff, termination, compensation, selection for training, and the processing of grievances. In addition, BJWSA does not discriminate and takes action through its employment practices to employ special disabled veterans, veterans of the Vietnam era and other eligible veterans.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate Supervisor, Manager, Chief Officer or the Human Resources Manager. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination may be subject to disciplinary action, up to and including termination of employment.

The Authority has assigned overall responsibility for the implementation of affirmative action activities to Allena Lee-Brown, the Authority's Human Resources Manager (also referred to herein as "EEO Administrator"). This Affirmative Action Program is available for review by any employee or applicant for employment upon request, during normal business hours by contacting Allena Lee-Brown at 843-987-7356, [allenal@bjwsa.org](mailto:allenal@bjwsa.org) or 6 Snake Road, Okatie, South Carolina 29909-3937.

  
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Edward R. Saxon, PE  
General Manager

3.19.2015  
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Date

Ed Saxon, PE, General Manager  
March 18, 2015  
Beaufort-Jasper Water & Sewer Authority