



# STATE OF CONNECTICUT

ADJUTANT GENERAL'S OFFICE

MILITARY DEPARTMENT

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MAJOR GENERAL  
THE ADJUTANT GENERAL

## AFFIRMATIVE ACTION POLICY STATEMENT

### Purpose

The Connecticut Military Department (CTMD) is an affirmative action employer and is committed to the policies and procedures that promote equal employment opportunity. Affirmative Action and Equal Employment Opportunity have been established as immediate and necessary agency objectives. The ultimate purposes of CTMD's Affirmative Action Program include the following.

- ensure equal opportunity at CTMD;
- avoid discrimination - either intentional or inadvertent;
- develop a workforce that is representative of all segments of the state's population;
- improve CTMD's operations.

### Definitions

- "Affirmative Action" is a program of positive action, undertaken with conviction and effort, to overcome the present effects of past practices, policies or barriers to equal employment opportunity and to achieve the full and fair participation of women, Blacks and Hispanics and any other protected group found to be underutilized in the workforce or groups affected by past policies and practices having an adverse impact.
- "Equal Employment Opportunity" is employment of individuals without consideration of the following: race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; or criminal record in state employment, unless the provisions of section 46a-80(b) or 46a-81(b) of the Connecticut General Statutes control or unless there is a bona fide occupational qualification excluding persons in one of the above protected groups. Equal Employment Opportunity is the purpose and goal of Affirmative Action under §46a-68-75 through 46a-68-114 of the Regulations of Connecticut State Agencies.

### CTMD's Internal Complaint Process

CTMD established internal complaint procedures to be utilized in the investigation of internal complaints of alleged discrimination. All CTMD employees are provided with a copy of the Department's internal complaint procedure and policy statements, which outline employee protections under equal opportunity laws.

CTMD's Affirmative Action Program

CTMD created an Affirmative Action Program designed to overcome the present effects of any past policies, practices and barriers to equal opportunity. In our Affirmative Action Plan, we identify the achievements that have been made through the application of our good faith efforts and, through the full and fair participation of all of our employees in all of CTMD's undertakings. We also recognize the hiring difficulties experienced by the physically disabled and by many older persons, and will set program goals to achieve the full and fair utilization of these persons in the workforce.

CTMD fully supports all federal and state constitutional provisions, laws, regulations, guidelines, and executive orders that prohibit or outlaw discrimination. In accordance with these requirements, no person or facility of CTMD shall be used in the furtherance of any discriminatory practice, nor shall we become a party to any agreement, arrangement, contract or plan that has the effect of sanctioning discriminatory practices. All education and training programs and all employment practices conducted by, sponsored by, or with the approval of CTMD shall be open to all qualified persons.

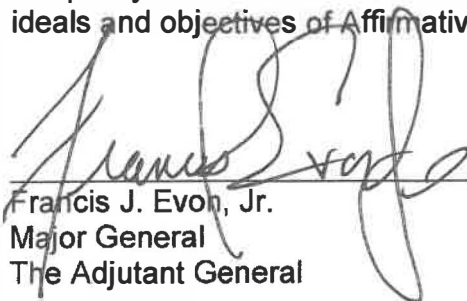
CTMD's policy is posted on policy bulletin boards throughout the agency, on the CTMD intranet, and on CTMD's internet website. Each employee has the right to review and comment upon the agency's Affirmative Action Plan. All responses should be addressed to Ms. Maria Morales, Equal Employment Opportunity Officer, who has been assigned all affirmative action duties. She may be reached at the Connecticut Military Department, Room 219, 360 Broad Street, Hartford, CT 06105 or by telephone at (860) 524-4946 or email at [maria.morales@ct.gov](mailto:maria.morales@ct.gov).

Commitment

CTMD uses viable affirmative action measures in all stages of the employment process as outlined in Section 46a-68-87 of the Regulations of Connecticut State Agencies and in the CTMD Affirmative Action Plan, and will provide services and programs in a fair and impartial manner.

As the Adjutant General of CTMD, I am ultimately responsible for ensuring the success of our Affirmative Action programs and goals, within the timetables stated in our Plan. I understand that the effectiveness of our programs depend on the complete cooperation of all administrative and supervisory staff. I ask that each share in this responsibility and act accordingly.

I recognize that programs without effort are meaningless and that effort undirected by specific procedures prevents achievement. I personally pledge my support and commitment to Affirmative Action and Equal Employment Opportunity. I ask each employee to review this policy and be familiar with it. More importantly, I ask each employee to commit to the ideals and objectives of Affirmative Action and Equal Employment Opportunity.

  
Francis J. Evon, Jr.  
Major General  
The Adjutant General

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Date