



CAL STATE L.A. UNIVERSITY AUXILIARY SERVICES, INC.

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HUMAN RESOURCES DEPARTMENT

August 15, 2011

TO: EMPLOYEES AND APPLICANTS FOR EMPLOYMENT

FROM: Alma, P. Sahagun, Executive Director

RE: REAFFIRMATION OF EEO/AFFIRMATIVE ACTION POLICY

CAL State L.A. University Auxiliary Services, Inc. (UAS) reaffirms its commitment to providing Equal Employment Opportunity in its personnel policies and practices. It is UAS's policy to recruit, hire, train and promote into all jobs levels, employees and applicants for employment without regard to race, color, religion, age, sex, marital status, sexual preference, national origin, physical or mental disability, veteran status or any other protected classification under federal, state, or local law. All such decisions are based on (1) individual merit, qualifications, and competence as they relate to the particular position, and (2) promotion of the principle of equal employment opportunity.

All other personnel programs such as compensation, benefits, transfers, layoff, return from layoff, training, education, and social and recreational programs are administered without regard to race, color, religion, age, sex, national origin, physical or mental disability, veteran status or any other protected classification under federal, state, or local law.

In addition, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is made explicitly or implicitly a condition of an individual's employment or submission to or rejection of such conduct is used as a basis for an employment decision affecting the employee. No supervisor or manager shall threaten or insinuate, either explicitly or implicitly that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision involving that employee.

Prohibited harassment includes conduct which has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment which is intimidating, hostile or offensive to the employee. Harassment based on a person's race is also prohibited. Any employee who feels that a violation of this policy has occurred should immediately report the matter to their supervisor. If that person is unavailable or the employee believes it would be inappropriate to contact his/her supervisor, the employee should contact the supervisor's supervisor, Human Resources or the department head. Each complaint will be investigated and any violations will be remedied. The complaining employee will not be affected in employment with the company as a result of bringing the harassment complaints to the attention of the company.

UAS certifies its commitment to providing Equal Employment Opportunity in its personnel policies and practices. UAS has developed and implemented an Equal Employment Opportunity Program to support its commitment to the principle of equal employment opportunity.

UAS is committed to complying with the regulations set forth in Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Act of 1974, as amended (38 U.S.C. 4212) and their implementing regulations. As part of our Affirmative Action Program the full Affirmative Action Program for Disabled Workers, Disabled Veterans, and Veterans of the Vietnam Era shall be available for inspection by any applicant or employee upon request by appointment only. To view the plan, please make an appointment with the UAS Human Resources/EEO Coordinator.

UAS complies with all provisions of Title VII of the Civil Rights Act of 1964 as amended, and of the rules, regulations and relevant orders of the Secretary of Labor. UAS complies with all provisions of the **California Fair Employment Practices Act and other federal, State of California** and local regulations hereinafter enacted.

Maria Nunez, has been appointed UAS EEO Coordinator. She is responsible for administering the company's affirmative action program and will report to senior management on a continuing basis with regard to the progress being made under the Plan. Anyone having questions, comments or complaints regarding the company's equal and affirmative action policies should contact Maria Nunez at (323) 343-2531.

Regards,

Alma P. Sahagun
Executive Director

CAL State L.A. University Auxiliary Services, Inc.