

AFFIRMATIVE ACTION GUIDELINES

Affirmative Action is an implemented process by which we recruit and advance qualified minorities, women, persons with disabilities, and covered veterans. Affirmative actions include training programs, outreach/recruiting efforts, and other positive steps to attract and maintain qualified employees without basis of race, age, sex, national origin or disability.

These requirements and steps to achieve these goals have been incorporated into our standard personnel policies

LJGA encourages all its employees through their daily actions to support this policy. LJGA recognizes that diversity is what makes our staff strong, and that diversity within our company will likewise allow us collectively to best serve our customer's needs.

Statement of Goals

LJGA is committed to equity in recruitment, hiring, training and professional development and advancement. LJGA will identify and implement ways to remove any existing employment and advancement barriers. LJGA will take positive steps to recruit employees from previously disadvantaged groups and will fully integrate and support these individuals so that they may reach their full potential within our organization.

LJGA is committed to the elimination of any discriminatory behaviors, policies or practices that prevent or under mind the full and equal participation of all who wish to join and pursue the mission of the company. This includes but is not limited to all employment/hiring policies and all governance issues. We will take proactive steps to insure that full and equal participation at all levels of the company will take place.

LJGA is committed to providing a working and business environment free from discrimination and harassment. Relationships between any persons involved with the organization will be governed by a mutual respect for each individual's dignity and worth. LJGA will take an active role to eliminate any form of harassment within the company.

LJGA's Implementation Strategy

Annual Training Program:

LJGA will invest resources annually to ensure an on-going commitment to the elimination of discriminatory behaviors, policies and practices.

All employees will be required to participate in an education program designed to encourage workplace diversity and tolerance, and to reinforce LJGA's policy on nondiscrimination and diversity.

Recruiting Process:

Recruiting for all positions will be based on the guidelines presented. All advertising will include the tagline EEO/AA indicating our commitment to this process.

In many cases guidelines of our clients may dictate specific goals for Affirmative Action. These will be adhered to as long as they do not negatively impact our guidelines or in some way introduce negative or non-legal guidelines into our process.

Annual Review of LJGA's Policy:

Management and staff will participate in at least one training program annually to ensure compliance with this policy.

Management will review and evaluate the recruitment, hiring, training and professional development policies of LJGA to identify systemic barriers and recommend new measures to reflect our commitment to employment equity and advancement.

Accountability

The Chief Executive and Officers of LJGA will be responsible to ensure the implementation of this policy and will serve as an example for all employees.

All staff will be held accountable for their attitudes and behavior towards coworkers and the general public.