

COURT OF APPEAL, THIRD CIRCUIT

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The Court of Appeal, Third Circuit is committed to providing equal employment opportunities to qualified persons. The Court strictly prohibits discrimination in recruitment, hiring, promotion and any other action related to terms and conditions or privileges of employment on the basis of race, creed, color, national origin, religion, sex, age, disability or military status.

Each employee is obligated to report conduct which he/she believes may constitute unlawful discrimination. Further, it is the Court's policy to treat persons who complain of or report any violations of these policies with respect and concern and to assure that such employees are protected from retaliatory acts.

Each judge, manager and supervisor is responsible for administering employment practices in a manner which is consistent with this policy. An individual, whether employee, supervisor or manager, who violates these policies is subject to disciplinary action up to and including termination.

Notice of the Court's equal employment opportunity policy shall be provided to employees, job applicants, recruitment sources and others involved in the Court's personnel, procurement and contracting activities.

- (1) **Internal Notice.** The federal notice of Equal Employment Opportunity shall be posted on employee bulletin boards. New employees shall receive the Equal Employment Opportunity Policy and a clear explanation of the Court's internal procedures for the receipt of discrimination complaints during orientation.
- (2) **External Notice.** The Court's policy on equal employment opportunity shall be published on the Internet site and reaffirmed to all recruitment sources on a continuing basis. The phrase "Equal Employment Opportunity Employer" shall be included in all advertisements, recruiting literature and written communications with recruiting sources. An equal employment opportunity statement shall continue to be included in all agreements with contractors, suppliers and vendors.