

**THE MISSISSIPPI LOTTERY CORPORATION
POLICIES AND PROCEDURES MANUAL
HUMAN RESOURCES
EQUAL EMPLOYMENT OPPORTUNITY POLICY**

PURPOSE

The purpose of this policy is to ensure all employees and applicants for employment with the Mississippi Lottery Corporation (“MLC”) receive equal, fair treatment and consideration irrespective of their race, age, religion, sex, national origin, protected veteran status, genetic information or disability. This policy is intended to comply with all applicable Federal, State and local laws with respect to all areas of employment.

DEFINITIONS

Disabled Applicants and employees – Any person who:

1. Has a physical or mental impairment which substantially limits one or more of such person’s major life activities; and
2. Has a record of such impairment or is regarded as having such an impairment.

Discrimination – Unfair treatment or denial of normal privileges to persons because of their race, age, sex, religion, national origin, protected veteran status or disability.

Equal Employment Opportunity (EEO) – A condition exists whereby all employees and potential employees are treated fairly and equal in all aspect of employment, irrespective of their race, age, sex, religion, national origin, protected veteran status, genetic information or disability.

POLICY

The MLC is committed to an employment policy of equal opportunity and non-discrimination. The MLC shall provide equal employment opportunity to all qualified persons, and there shall be no unlawful discrimination against employees or applicants for employment because of race, religion, sex, national origin, genetic information, protected veteran status, disability or age, except where necessary to comply with bona fide occupational qualifications, with regard to any term or condition of employment, including, but not limited to, selection, promotion, transfer, layoff, termination, rate of pay, selection for training, recruitment and recruitment advertising or any MLC sponsored activity. Any employee found to have willfully or intentionally acted in violation of this policy will be subject to disciplinary action up to and including termination. This policy applies to all employees.

The MLC will reasonably accommodate the physical and mental abilities of qualified, disabled applicants or disabled employees so as to ensure each one is afforded equal opportunity for employment and advancement. In determining the degree of accommodation may be reasonably undertaken, business necessity and expenses will be considered with other related factors such as: efficiency, health and safety, the need for, as well as the nature and type of duties required to constitute a job position. Decisions made regarding accommodations will be determined on an individual basis. A description of the accommodation will be documented and kept with the personnel file.

It is the policy of the MLC to prohibit retaliatory action taken by an employee against any other employee or applicant for employment because the person made a charge, testified, assisted or participated in a hearing, proceeding or investigation of employment discrimination.

EEO COMPLAINT PROCEDURE

An applicant, employee, or former employee who believes employment, promotion, demotion, layoff, termination of employment, transfer, compensation, or training was a result of race, religion, sex, age, national origin, genetic information or disability shall have the right to complain, in writing, directly to the Vice President of Human Resources.

If the individual chooses to complain to the MLC's Vice President of Human Resources, a thorough and impartial investigation shall be conducted, and recommendations made as appropriate to the President.

Complainants will receive a written response from the Vice President of Human Resources following the conclusion of the investigation.

Employees are strongly encouraged to review this and all MLC policies and procedures and direct all questions to the Human Resource department.