

**COMPLIANCE WITH GUIDELINES ON DISCRIMINATION
BECAUSE OF RELIGION OR NATIONAL ORIGIN**

New Mexico Junior College fully complies with all applicable requirements of the guidelines because of religion or national origin.

I. Equal Employment Opportunity Policy

- A. NMJC's EEO policy expresses its commitment to prohibit discrimination based on religion or national origin against applicants for employment and employees in employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay and other forms of compensation and selection for training.
- B. The College's policy expresses its commitment to take affirmative action to ensure that applicants are employed and employees are treated equally during employment without regard to their religion or national origin.

II. Personnel Practices

- A. The College's employment practices, including those affecting top and middle management levels, afford fair consideration for job opportunities to members of the various religious and ethnic groups.
- B. The College undertakes appropriate outreach and positive recruitment activities to ensure that it does not discriminate on the basis of religion or national origin, including, as appropriate:
 - 1. Communicating internally the College's obligation to provide equal employment opportunity without regard to religion or national origin in a manner, which fosters understanding, acceptance, and support among the College's executive, management, supervisory and other employees, and encourages them to take the necessary action to aid the College in meeting this obligation.
 - 2. Utilizing internal monitoring procedures to ensure that the College's obligation to provide equal employment opportunity without regard to religion or national origin is being fully implemented.
 - 3. Informing all employees periodically of the College's commitment to equal employment opportunity for all persons, without regard to religion or national origin.
 - 4. Enlisting the assistance and support of all recruitment sources for the College's commitment to provide equal employment opportunity without regard to religion or national origin.

5. Reviewing employment records to determine the availability of promotable and transferable members of various religious and ethnic groups.

III. Religious Accommodation

New Mexico Junior College accommodates the religious observances and practices of employees and prospective employees unless the College is unable to reasonably accommodate an employee's or prospective employee's religious observance or practice without undue hardship on the conduct of the College's business.