Affirmative Action Programs Brochure

Commission for Blacks

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## DEFINING HANDICAPPED PERSONS

The Company policy on employment of the handicapped lies with the Pr...
THE EQUAL EMPLOYMENT OPPORTUNITY POLICY
Southern Railway was emphatically reaffirmed in the
statement of President W. Graham Claytor, Jr.

"It is the policy of Southern Railway to comply with all
applicable laws, regulations and executive orders
concerning equal opportunity and non-discrimination,
and to offer employment, training, promotion, advancement and all privileges of employment on the
basis of qualification and performance regardless of race,
color, creed, national origin, sex or age.

It is the intention of this policy to assure equal
treatment and opportunity for all employees and
employment applicants beyond mere compliance
with Civil Rights legislation. Making exceptional efforts
through an affirmative program to employ fully to
the spirit of Equal Employment, Southern seeks to lead
the railroad industry in creating opportunities for minorities
at all levels."

The policy, initially expressed formally in 1965 by
President Claytor's predecessor, has been reiterated on
several occasions and given distribution to each individual
employee. The reaffirmation statement alone is carried in
the Inter-Departmental Procedures and Policy Manual
which contains the allower governing instructions for all
major interdepartmental efforts and departmental
responsibility for their implementation.

THE AFFIRMATIVE ACTION PROGRAM theme is
embodied within Southern's Equal Employment
Opportunity Policy to reflect the true spirit of
Corporation's Commitment, as well as to comply with
provisions of Executive Order 11246 to which it is subject
as a prime contractor of the Federal Government. With an
effective centralized corporate employment department
steadfastly adhering to its goals for minority new hires,
the particulars of the new Affirmative Action Program
attain the need and effort to continue the progress of
minorities and women within the workforce at all levels.

THE RESPONSIBILITY FOR THE IMPLEMENTATION
of Southern's Equal Opportunity policy and its Affirmative
Action Program is that of every supervisory officer and his
assistants in that area, each contributing to the overall
performance of the Company.

THE DEPARTMENT, through the Office of Director-EEO,
coordinates and monitors the efforts of the entire System.

AN ANALYSIS OF THE LABOR MARKETS
throughout the System at 50 principal recruiting points is accomplished
through Standard Metropolitan Statistical Areas data
provided by the Bureau of Census. The analysis reveals
the minorities in the available workforce and establishes the
basis for our goals in minority hiring.

THE EQUAL EMPLOYMENT OPPORTUNITY POLICy
within the Company has been and will be continued. Equal Employment Opportunity
posters issued jointly by the Office of Federal Contract
Compliance and the Equal Employment Opportunity
Commission are prominently displayed at all facilities of
the Company; general offices, terminals, and shops in
lounges, locker rooms, dormitories and café offices.

In each of the formal orientation programs for new officers,
craftsmen, train and engine service employees and clerks
there is a specific segment dealing with the Equal Employment Opportunity Policy and sensitivities in human
relations.

Management Training Workshops conducted on a
continuing schedule include an extended session of Equal
Employment Opportunity Affirmative Action lectures and
discussions.

Operating Division and Departmental Staff Meetings are
regularly addressed by the Director-EEO to reiterate the
specific responsibilities of line management for the
implementation of the policy and to take corrective action
in possible lapses.

The Company magazine periodically reflects the
Affirmative Action for Equal Employment Opportunity
through records of minority employees' accomplishments
and articles of human interest involving minorities and
women. Additionally, the policy is expressed in the Annual
Report.

EXTERNAL PROMULGATION OF THE POLICY
is effectively accomplished by the identification of
the Company as an Equal Opportunity Employer in all of its
notices seeking applicants for employment and in its
extensive corporate newspaper advertising. Minorities
women are included in illustrated corporate advertisements
and promotional materials.

All employment agencies and community agencies do, in a
recruiting base, receive written advice of the EEO Policy.

Recruiters and vendors of the Company are notified of
the Policy and cooperation and compliance is requested of each in
conformity with the provisions of Executive Order
11246.

RECRUITING, HIRING AND PLACEMENT
throughout the Company are centrally
dermined by the Personnel Administration. All
professionally trained Personnel Officers recruit and select
applicants without regard to race, color, religion, national
origin, sex or age. The Employment staff includes
minorities and women.

Incorporated into the regular recruiting procedure, special
notification is provided minority workforce sources, e.g.,
Urban League, NAACP, NAB, various Civil Rights and
religious groups, prior to the arrival of recruiters. In areas
where special employment needs exist, minority press
and radio are utilized in recruiting efforts.

Government agencies, State employment offices, special
training and service agencies are all aware of our EEO
Policy and are regularly solicited for applicants.

College recruitment for candidates for management trainees
and professionals is vigorously conducted in many
predominantly Black colleges and universities and its
co-educational institutions in our affirmative action to
secure minorities and women in these areas.

THE UPWARD MOBILITY OF MINORITIES AND
WOMEN is constantly monitored to assure the equitable
utilization of qualified personnel at all levels. It is the
policy of the Company to promote from within wherever
equitable talent is available. Personnel
Administration must evaluate all recommendations for
promotion when position vacancies exist. It is in the
Company's business interests to fill all authorized position
vacancies with the most qualified person without regard to
color, religion, national origin, sex or age.

A FORMAL CRAFTS TRAINING CENTER has increased
the Company's minority manpower by 15% from 1967.
Represented in these craft training programs are
predominately Black colleges and universities and in
other training programs for craftsmanship andispers.
Training Section with
Personnel Administration is responsible for devising and
conducting these programs as well as Management Skills
Workshops, locomotive engineer training,
switchmen/trainman, and computer data input operator training.

The roster of each craft training class identifying the racial,
sex and new hire or transfer employee status is provided the
Officer of Director-EEO for audit. The roster consistently
reflects a highly favorable utilization of minorities and has
raised the percentage of minority craftsmen from 4.3 to 5.2
in the past five years.

EMPLOYMENT TESTING PROCEDURES have been
carefully reviewed to ensure that no racial or sexual bias is
permitted to affect Southern hiring decisions. These
procedures have been evaluated in relation to OFCC.