**Section 429.3 The Department's Affirmative Action Policy**

a) The Department will not discriminate in employment on the grounds of race, color, religion, sex, marital status, national origin or ancestry, age, disability, order of protection status, military status, sexual orientation, or pregnancy. This policy is mandated by both federal and state law, including the Civil Rights Act of 1964 (amended, 1972), presidential and gubernatorial executive orders, various other policies and guidelines, and a general recognition of the importance of eliminating artificial, arbitrary, and unnecessary barriers to employment.

b) The policy of affirmative action shall require an analysis of the Department's work force to determine underutilization of any of the protected classes: Blacks, Hispanics, Native Americans, Asian Americans and women. When an underutilization is determined, goals will be set, in compliance with applicable law, to ensure utilization regarding representation in the population, availability and requisite skills.

c) This policy also requires agencies and individuals that do business with the Department to comply with this Part. (See 89 Ill. Adm. Code 308, Nondiscrimination Requirements of Department Service Providers.)

d) Nothing in this policy shall prohibit the Department from denying employment to persons due to documented criminal convictions. However, the Department will consider the gravity of the offense, the circumstances under which it occurred, the background and age of the applicant at the time of the offense and whether the offense is related to the applicant's suitability for employment.

(Source: Amended at 46 Ill. Reg. 11304, effective June 16, 2022)