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FOREWORD

It is the policy of the Department of Housing and Urban Development (HUD) to provide equal employment opportunity for all persons by prohibiting discrimination because of race, color, religion, age, sex, national origin or disability. HUD promotes a continuing and results-oriented management affirmative employment program. The Hispanic Employment Program (HEP) is the means by which HUD ensures that equal employment opportunity is provided persons of Hispanic /1 origin.

The HUD Hispanic Employment Program (HEP) is part of the Federal Government's effort to assure equal opportunity for Hispanics in employment and programs within the Department. The Federal Government's Hispanic Employment Program was established on November 5, 1970. /2 It is an integral part of the government's total Equal Employment Opportunity (EEO) effort under Executive Order 11478, the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, and the Civil Service Reform Act of 1978. The Program's objective is to provide equal opportunity for Hispanics in all aspects and levels of employment in the Federal Government.

The U.S. Office of Personnel Management (OPM) has the overall responsibility for providing leadership, guidance and assistance to Federal agencies in carrying out the Hispanic Employment Program. However, Federal Department and Agency Heads, Directors of Equal Employment Opportunity,

/1 Hispanic -- This term is Used to refer to all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins, regardless of race.

/2 Information on the Historical development is found at Appendix 1.

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Personnel Officers and their staffs, managers, supervisors, and Hispanic Employment Program Managers and Coordinators, and other EEO staff members all have direct or indirect responsibilities for the ultimate success of this Program.

This Handbook establishes the procedures by which HUD implements its policy and the guidelines, rules and regulations of the U.S. Equal Employment Opportunity Commission (EEOC) and the OPM, pursuant to the Equal Employment Opportunity Act of 1972 and the Civil Service Reform Act of 1978, with respect to equal employment opportunity for persons of Hispanic origin.

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