

ONEIDA TRIBE OF WISCONSIN STANDARD OPERATING PROCEDURE	TITLE: Complaint Process for Discrimination within the Hiring Process	ORIGINATION DATE: 02/02/2015 REVISION DATE: 02/16/2015 EFFECTIVE DATE: After last signature
AUTHOR: HRD	APPROVED BY: <i>Compensation and Employment Director</i> <i>Marann J. Lee</i>	DATE: 2/19/2015
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EEO REFERENCE NUMBER: 1300	COMPLIANCE REVIEW BY: <i>EEO</i> <i>M. J. Lee</i>	DATE: 2/19/15
PAGE NO: 1 of 2	APPROVED BY: <i>HRD Manager</i> <i>Heraldine R. Sanfey</i>	DATE: 2/19/15

1.0 PURPOSE

- 1.1 To define the process for applicants who have a discrimination complaint on the Oneida Tribe's Hiring Process.

2.0 DEFINITIONS

- 2.1 Applicant: Person who is applying for a position.
2.2 Written Complaint: Written notice explaining the concern of the applicant.

3.0 WORK STANDARDS / PROCEDURES

- 3.1 As an employer, the Tribe seeks to employ individuals who possess the skills, abilities and background to meet the employment needs of the Tribe.

As a sovereign Indian Tribe and a unique cultural group, the Oneida Tribe has determined that a highly desirable employment characteristic is a knowledge of Oneida culture that can be attained only by membership (or eligibility for membership) in the Oneida Tribe. Further, the Tribe recognizes the unique, shared culture of native American Indians and has determined that a desirable employment characteristic is status as a member of an American Indian tribe. At a minimum, the Tribe has determined that some knowledge of Indian culture is a desirable employment characteristic.

The Oneida Tribe of Indians of Wisconsin is an equal employment opportunity employer and follows non-discriminatory policies and procedures in personnel decisions. However, the Oneida Tribe exists to serve the needs of the Oneida people and therefore accords Oneida Preference to enrolled Oneida Tribal Members where such preference is not otherwise prohibited. All General Managers and top

administrative positions, as defined by HRD, shall be held by enrolled Tribal members. In all other instances, the Tribe applies the following priorities of Indian Preference in staffing decisions:

1. Enrolled Oneida Tribal member;
 2. Oneida Indians eligible for enrollment in the Oneida Tribe;
 3. Documented first generation Oneida descendant;
 4. Other Native American Indian;
 5. Other (non-Indian).
- 3.2 Unless otherwise prohibited by external grant source or federal law, the first posting for a position vacancy shall be limited to enrolled Oneida members.
- 3.3 Applicant who believe they were discriminated against may lodge a written complaint to the HR Compensation and Employment Director
- 3.3.1 The Compensation and Employment Director will investigate the complaint and respond to the applicant.