

Affirmative Action and Equal Employment Opportunity Statement

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| Title: | Affirmative Action and Equal Employment Opportunity Statement |
| Applies To: | All Department of Enterprise Services Employees |
| Authorizing Sources: | <ul style="list-style-type: none">• Presidential executive orders - EO 11246 (as amended) and 11375• Federal code - CFR Title 41, Part 60-2• Federal law - Title VII of the Civil Rights Act of 1964 as amended• Federal laws and guidance - Equal Employment Opportunity governing guidelines• Federal code - CFR Title 28 Judicial Administration• Federal code - CFR Title 29 Labor• Federal code - CFR Title 43 Public Lands: Interior• Federal law - Vietnam-Era Veterans Readjustment Act of 1974• State law - Chapter 41.06 RCW State civil service law• State law - Chapter 49.60 RCW Discrimination - human rights commission• State rule - Chapter 357-25 WAC Affirmative action |
| Information Contact: | Human Resource Office |
| Effective Date: | October 1, 2011 |
| Last Update: | Not applicable |
| Sunset Review Date: | October 1, 2013 |
| Approved By: | _____/s/ Joyce Turner Director |

Purpose

Equal employment opportunity is the goal, and the affirmative action plan is the vehicle by which the Department of Enterprise Services (DES) fulfills this goal. In an effort to eliminate barriers and improve employment opportunities available to under-represented groups, this policy will be applied to all activities concerning recruitment, hiring, career development, training, promotion, transfer, retention, reclassification, disciplinary actions, termination, reversion and non-permanent appointments.

This policy provides guidance on affirmative action, affirmative action goals, and religious non-discrimination.

Policy

A. Equal Opportunity

1. DES is committed to equal employment opportunities for employees without regard to race, color, sex, age, religion, national origin, creed, disability, genetic information, use of a trained guide dog or service animal by a person with a disability, marital status, sexual orientation, or status as a disabled veteran, Vietnam Era veteran, recently separated veteran, or other protected veteran status.
2. DES will provide an environment free from all forms of discrimination in accordance with Chapter [49.60](#) RCW. Employees shall not engage in any form of racial, religious, or sexual harassment related behavior including jokes, slurs, and innuendoes. This behavior is inappropriate in the work environment and may be grounds for disciplinary action in accordance with any applicable collective bargaining agreement or federal or state law. Refer to DES's Discrimination and Harassment Policy for additional information.
3. An employee or job seeker that believes he or she has been discriminated against, within the meaning of this policy, has the right to file an internal complaint with the Human Resource Office. He or she also has the right to file a complaint with the Washington State Human Rights Commission or the Federal Equal Employment Opportunity Commission.

B. Affirmative Action Plan

1. The Human Resource Office creates the Affirmative Action Plan and is responsible for the plan's implementation and enforcement.
2. The Affirmative Action Plan will comply with the requirements set out in chapter [357-25](#) WAC as well as other applicable state and federal law.
3. The Affirmative Action Plan may be viewed on the DES internet site. Copies of the plan may be requested by contacting Human Resources.
4. The Washington State HR Director approves and monitors the DES Affirmative Action Plan.

C. Responsibilities

Equal employment opportunities and affirmative action are responsibilities that are equally important within all functions of DES.

1. It is the responsibility of each employee to comply with and promote affirmative action and equal opportunity.
2. Affirmative action and equal opportunity also apply to any contractual agreements entered into by DES.

D. Religious Discrimination

1. DES will not discriminate against an employee or job seeker because of his or her religion.

2. Religion includes all aspects of religious observances and practices as well as belief. Religious beliefs include moral or ethical beliefs as to what is right and wrong which are sincerely held with the strength of traditional religious views. Social, political, or economic philosophies, as well as mere personal preferences, are not “religious” beliefs.
 3. Employees may request an accommodation for their religious beliefs and observances.
 - a. An employee seeking accommodation shall inform his or her appointing authority or designee of the request for an accommodation;
 - b. The Human Resource Director or designee will consider requests case-by-case, based on the employee’s conflict between his or her religion and work, and the program’s business needs;
 - c. The employee will provide documentation to support their request, if requested by the appointing authority or designee;
 - d. If the Human Resource Director believes accommodation causes undue hardship on business operations, the request will be reviewed by the Director or designee for final determination. The immediate supervisor and requesting employee will receive written notification of the decision.
 4. Candidates may request an accommodation of religious beliefs, observances, and/or practices during the examination, interview, or selection processes. Information about the job seeker’s religion gained through this process cannot be used to determine whether to hire the candidate.
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