


Effective August 4, 2014

Approved by


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Purpose

Define the Department of Archaeology and Historic Preservation's (DAHP) affirmative action and equal opportunity policy and to promote diversity in the workplace. The hiring, compensatory, employee promotion, and terminating practices must be void of discrimination based on gender, race, religion, age, sexual orientation, national origin, genetic information, or physical capability.

DAHP has a "Zero Tolerance" rule regarding discrimination in the workplace.

Definitions

Affirmative Action - Affirmative action refers to the tools and programs designed to ensure equal opportunity and to increase active good faith efforts to attract, develop, and retain a diverse workforce.

Equal employment opportunity - Equal employment opportunity is the effort to provide an equal work experience, free from discrimination, for all people. Often the phrase equal opportunity is associated with recruitment and selection efforts, however, the phrase and concept also applies in all other areas of employment including career growth and development opportunities, compensation and classification, corrective and disciplinary actions, and in business dealings with external agencies, organizations, and contractual relationships.

Affirmative Action Plan - An affirmative action plan is a systematic approach to identifying areas of the agency's workforce in which representation of affected group members is not reflective of the group's availability for work. In such cases, **DAHP** will establish affirmative action goals and increase efforts to implement results-oriented activities to ensure equal employment opportunity.

Process for reporting suspected discrimination

Employees who feel discriminated against or witness acts that violate this policy should refer to the complaint procedure described in the agency's Anti-Discrimination Policy.

Process for reporting suspected sexual harassment

Refer to the Sexual Harassment Policy.

Process for reasonable accommodation of persons with disabilities

Refer to the Reasonable Accommodation Policy.

Other terms and definitions

Definitions can be found in Chapter 357-01 of the Washington Administrative Codes (WAC's).

Primary roles and responsibilities for Affirmative Action and Equal Employment Opportunity within DAHP.

| Role | Responsibilities |
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| Employee/ Volunteer/ Contractor | <ul style="list-style-type: none"> • Maintain a working environment free from all forms of discrimination. • Refrain from engaging in any form of racial, religious, or sexual harassment including jokes, slurs, and innuendos. Failure to do so may result in corrective and disciplinary action. • Comply with and promote this policy. |
| Other Persons | <ul style="list-style-type: none"> • Other persons having business with DAHP may report incidents of discrimination or sexual harassment by an employee, volunteer, or contractor of the DAHP to the director of the DAHP. |
| Supervisor/ Manager | <ul style="list-style-type: none"> • Ensure promotion and implementation of the principles of affirmative action and equal opportunity. Respond in appropriate and timely fashion to suspected or reported incidents of discrimination or harassment toward employees, volunteers or persons having business with the DAHP in accordance with the DAHP procedures and policies. |
| Director/ Deputy Director/or DES HR Consultant | <ul style="list-style-type: none"> • Overall development, communication, implementation, monitoring, and auditing of this policy. • Administer the agency's investigation and complaint procedure. • Report to the Governor's Affirmative Action Policy Committee and the Equal Employment Opportunity Commission. • Represent the agency in matters related to the review of the program. • Assist the agency director to ensure that managers are responsible and accountable for the success of the program in their area of responsibility. |
| Director | <ul style="list-style-type: none"> • Overall responsibility for implementation of the Affirmative Action and Equal Opportunity program. |

WAC's that apply to this policy

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| 357-25-025 (policy statement requirements) | 357-25-055 (tools to increase diversity) |
| 357-25-035 (purpose of AA plans & updates) | 357-25-030 (AA reporting requirements) |
| 357-25-045 (when to establish AA goals) | 357-25-040 (what to include in AA plan) |