

Chapter 1 **Equal Opportunity, Affirmative Action, and Freedom from Discrimination, Harassment, Sexual Harassment and Retaliation**

I. Introduction

A. Purpose

This chapter is to inform Washington State Department of Transportation (WSDOT) employees of the department's policies, plans, rules and procedures to:

1. Ensure we each participate in a workplace that is free from different types of discrimination, harassment, sexual harassment and retaliation. WSDOT has a zero tolerance policy for any acts of discrimination, harassment, sexual harassment and retaliation against its employees.

2. Ensure we each participate in a workplace that is free from different types of discrimination, harassment, sexual harassment and retaliation. WSDOT has a zero tolerance policy for any acts of discrimination, harassment, sexual harassment and retaliation against its employees.

B. Scope

This policy applies to all aspects of WSDOT's programs, practices, and those provisions that apply to WSDOT's relationship with sub recipients of federal assistance, such as: contractors, subcontractors, vendors, and customers. Any location that can be reasonably considered an extension of the workplace is covered by this policy.

C. Basis of Authority

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guidelines of the U.S. Equal Employment Opportunity Commission. This chapter also supports the following Washington State Governors' Executives

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Disabilities Act (ADA) in state agencies.

2. Washington State Department of Transportation (WSDOT) Executive Order ((TDO2SSRUW W UPWH WRDG)UHRERP

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ROEPH (TDO2SSRUW DGH UPWH WRWDW M WSROR 67 WRSURGHORSSRUW RUW ROR development, and advancement of all persons."

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of the WSDOT to provide and maintain a workplace that is free from all forms of discrimination, (including harassment and retaliation), based on race, color,

III. Discrimination In Employment: Definition and Examples

A. Discrimination: Definition

Discrimination is the act of treating a person, or group of people, differently based on race, color, religion, gender, national origin, age, sexual orientation, marital status, physical, mental, or sensory disability. WSDOT has a zero tolerance policy for acts of discrimination against its employees. Deliberate employment discrimination exists when an affected class status such as, race, color, religion, gender, national origin, etc, is a factor for different treatment for an employment practice. Employment practices include, but are not limited to: hiring, termination, force, and work assignments. Discrimination occurs when the employment practice is done because of the affected class status and not on the basis of merit, ability, to reasonably accommodate an employee's disability or sincerely held religious beliefs or practices.

Discrimination--Examples

Examples of acts of discrimination that provide grounds for corrective/disciplinary action, up to and including termination, under the provisions of Washington Manual Chapter 12 include, but are not limited to:

1. Terminating a person because of their race.

2. Terminating a person because of their national origin.

3. Terminating someone of the opposite gender even though they are performing the same work.

4. Terminating a person because of their disability.

B. Harassment: Definition

Harassment, a form of discrimination, consists of unwelcome verbal, physical or visual conduct that is based on a person's affected class status, such as, race, creed, color, religion, gender, national origin, age, sexual orientation, marital status, physical, mental, or sensory disability. WSDOT has a zero tolerance policy for acts of harassment.

Harassment that is based on an individual's work performance or which creates an uncomfortable, intimidating, hostile or offensive work environment is prohibited by this policy. Threats, demands, or suggestions that an employee's work status is contingent upon the employee's tolerance of, or acquiescence to, any harassing conduct is also prohibited.

behavior, but may include subtle acts of a visual, physical, or verbal nature as well.

Harassment--Examples

Examples of conduct that are considered harassing, and provide grounds for corrective/disciplinary action, up to and including termination, under the provisions

- 1. Unwelcome verbal comments, including derogatory remarks, slurs, or epithets, based on a person's affected class status, such as race, religion, gender, national origin, disability, etc.
- 2. Unwelcome physical contact, including touching, pinching, or grabbing, based on a person's affected class status, such as race, religion, gender, national origin, disability, etc.
- 3. Unwelcome visual displays, including posters, drawings, pictures, or other items, based on a person's affected class status, such as race, religion, gender, national origin, disability, etc.
- 4. Unwelcome gestures, including leering, staring, or obscene gestures, based on a person's affected class status, such as race, religion, gender, national origin, disability, etc.

person's affected class status, such as, race, religion, gender, national origin, disability, etc.

items.

affected class status, such as, race, ethnicity, gender, disability, etc.

C. Inappropriate Behavior of a Sexual Nature and Sexual Harassment--Definition

1. Inappropriate Behavior of a Sexual Nature--Definition

Behavior of a sexual nature is generally inappropriate in the workplace.

is a risk that even consensual sexual conduct between several parties may be considered offensive by a third party. Conduct of a sexual nature, or harassing behavior because of gender, which does not rise to the level of affecting the terms and conditions of employment nor creates a hostile, offensive work environment but is never the less offensive or unwelcome is which by itself or if repeated, could interfere with an employee's work or which could create an intimidating, hostile or offensive work environment.

Inappropriate Behavior--Examples

Examples of Inappropriate Behavior of a sexual nature that provide grounds for corrective or disciplinary action under the provisions of 29 CFR 1614.10 or the Collective Bargaining Agreements of the County of Cook are set forth in the Human Resource Manual Chapter 12 include but are not limited to:

a. Visual behavior of a sexual nature such as sexual gestures, leering, staring at a man or woman's body parts like their chest or crotch, pictures, e-mail cartoons, screen savers, posters of a sexual nature.

Comments, proposals of sexual activity, excessive unwanted attention, discussion about sex life or sexual escapades.

Too close, cornering, leaning over or brushing against a person's body.

Sexual Harassment is a form of sex discrimination and is an inappropriate
employment practice under the Washington State law against Discrimination

and policy addresses sexual harassment by a person of either sex against a person of
either sex.

Sexual harassment is harassing behavior such as threatening, demeaning, or offensive conduct,
whether or not sexual in connotation, that is directed toward an individual based
on gender when:

- a. Submission to such conduct is made, either explicitly or implicitly, a term
of employment, or a condition for receiving benefits or privileges of employment,
or a condition for the advancement or continued employment of the individual.
- b. Submission to such conduct is made, either explicitly or implicitly, a condition
for receiving benefits or privileges of employment, or a condition for the advancement
or continued employment of the individual.
- c. Such conduct has the purpose or effect of unreasonably interfering with an
individual's work performance or creating an intimidating, hostile, or
offensive work environment.

The conduct is unwelcome and meets at least one of the conditions of a. through
c. above. WSDOT has a zero tolerance policy for acts of inappropriate behavior
of a sexual nature and sexual harassment by or against its employees. This
policy addresses inappropriate behavior of a sexual nature, and sexual
harassment by a person of either sex against a person of either sex. Sexual
harassment can occur as an abuse of power differential (e.g., supervisor to
employee).
The victim of sexual harassment does not have to be the person harassed or the
target of harassment but could be anyone affected by the offensive conduct.

Sexual Harassment--Examples

Examples of conduct that are considered sexually harassing and provide
grounds for corrective/disciplinary action, up to and including termination,

include, but are not limited to:

- a. Unwelcome visual conduct of a sexual nature such as displays of sexually
oriented pictures, sexually oriented gestures, leering.
- b. Unwelcome verbal conduct of a sexual nature such as sexual slurs, crude
and obscene language, innuendos, suggestive comments, sexually oriented
propositions, discussion of sexual activities, repeated requests for dates,
comments or compliments about body parts, using inappropriate and
demeaning language for employees or customers such as, sweetie, darling,
honey, babe, etc.

- c. Unwelcome physical conduct of a sexual nature such as patting, pinching, brushing or touching another’s body, rubbing, hugging, groping, impeding or blocking a person’s movement, cornering.

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a woman because of her gender, a male making a derogatory comment of a sexual nature to another male.

D. Retaliation--Definition

Retaliation consists of the act of punishing or treating a person differently or in an adverse manner because of their participation in a complaint or investigation of an
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policy prohibit retaliation against individuals for asserting their civil rights or for their opposition to unfair (prohibited by law or rule) employment practices, or because they complain, testify, assist, give statements as witnesses, or participate in any manner in an investigation, proceeding, or hearing related to the complaint.

Retaliation occurs when an individual suffers an adverse employment action, such
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is treated differently such as being ostracized, based on their participation in a statutorily protected activity, such as requesting a reasonable accommodation, making a complaint about discrimination, harassment or in the work place.

Retaliation--Examples

Examples of retaliatory acts that provide grounds for corrective/disciplinary action,
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Resource Manual Chapter 12 include, but are not limited to:

- 1. Giving unreasonable assignments or time frames in which to complete assignments because of a complaint of racial discrimination.

1)UDSORRUEHWMDWWSHRUDMO
harassment complaint against the supervisor.

2)WUDESSORRURBODDERWMOODUDGRM
ODDEHERRUHM

IV. Policy

A. WSDOT Commitment to Equal Opportunity for its Employees

WSDOT provides equal opportunity for the employment, development, and advancement of all persons. WSDOT promotes the full realization of equal
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department.

B. Discrimination is prohibited

WSDOT has a zero tolerance policy against all forms of discrimination and harassment in employment.

WSDOT prohibits discrimination in employment because of:

- 1. Race,
- 2. Color,

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- 8. Sexual orientation,

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- 11. Disabled veteran status,

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All WSDOT employees are responsible for creating and maintaining a work environment free from discrimination and harassment.

C. Freedom from Inappropriate Behavior of a Sexual Nature and Sexual Harassment

- 1. WSDOT has a zero tolerance policy against inappropriate behavior of a sexual nature and sexual harassment of its employees by anyone, including any ~~P~~ ~~D~~ ~~H~~ ~~S~~ ~~H~~ ~~I~~ ~~R~~ ~~R~~ ~~U~~ ~~H~~ ~~R~~ ~~U~~ ~~O~~ ~~M~~ ~~R~~ ~~W~~ ~~U~~ ~~D~~ ~~W~~ ~~R~~ ~~U~~ ~~R~~ ~~I~~ ~~O~~ customer.

- 2. WSDOT has a zero tolerance policy against inappropriate behavior of a sexual nature and sexual harassment of any individual by a WSDOT employee when that employee is engaged in business activities, conducting business for, or is being compensated for their time by WSDOT.

All WSDOT employees are responsible for creating and maintaining a work environment free from inappropriate behavior of a sexual nature and sexual harassment.

D. Freedom from Retaliation

WSDOT has a zero tolerance policy against any acts of retaliation against any complainant or person who participates in an investigation, proceeding, or hearing related to a complaint of an employment practice prohibited by this policy.

All WSDOT employees are responsible for creating and maintaining a work environment free from retaliation.

E. Disciplinary Action

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chapter will be cause for corrective/disciplinary action, up to and including
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DVWH **GRGRGWDGWH** **07** **PNDDO**
Chapter 12 Corrective Action.

F. WSDOT Executive Responsibilities

The executive manager of each region, service center, and division is responsible for the following:

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opportunity for all employees and applicants for employment,
 - BRGWPHMORSSRUWWRBORWREWHOM**
so that they can perform at their highest potential and advance in accordance with their abilities,
 - BRGWUDDGDGRDDEHMGSHUWRDMMH**
GHWDGDGROWDWRDDPWREWRHDORSSRUW
reasonable accommodation for persons with disabilities, and prevention of discrimination and harassment,
 - (MWDWDOORBORHWHMUMWRWDEWPGDWRU)** **07**
Diversity training,
 - (MWDWPDHMGSHRUWDEWHDOWSWRWR)**
discrimination, harassment, sexual harassment and retaliation and report such incidents immediately to OEO,
 - (MWDWPDHMGSHRUWCHWDGWDWWEHIG)**
potentially liable for behavior in the work place that is discriminating, harassing and retaliatory when a manager or supervisor knew or should have known about an incident and failed to take immediate and appropriate remedial action to ensure the offense did not reoccur,
 - (MWDWPDHMGSHRUWDESSURSUDWRUUMHODU)**
action when it has been established that behavior of a discriminatory, harassing, sexually harassing, sexually inappropriate or retaliatory nature has occurred, and ensure the action taken is reported to OEO.
8. Ensure that managers and supervisors monitor the work place to be certain that discriminatory, harassing, and retaliatory behavior has ceased,
- BRGSHRGEMREODWREWROR**
being carried out in his or her organization.
 - RURWHWRHGGDOWREWRUBWEDUODGWUNM**

G. Manager and Supervisor Responsibilities

Managers and supervisors are responsible for the following:

- SOHDDUPWSURUDRHDORRWISSRUWREUDOO**
employees and applicants for employment.

so that they can perform at their highest potential and advance in accordance with their abilities.

new employee orientation.

Diversity training.

retaliation immediately to OEO for assessment to ensure the issue can be appropriately addressed. OEO is required to conduct an assessment and/or an investigation of any civil rights based allegation of discrimination, harassment, complaint, OEO must still conduct an assessment/and or investigation.

harassment, sexual harassment and retaliation, and report such incidents by this policy they should stop the behavior and not wait until a complaint is lodged.

fair treatment of the complainant and accused.

8. Ensure that appropriate corrective/disciplinary action is taken when it has been established that behavior of a discriminatory, harassing, sexually harassing, sexually inappropriate or retaliatory nature has occurred.

behavior has ceased.

H. Employee Responsibilities

All WSDOT Employees are responsible for the following:

1. Ensure that the work place is free from all forms of discrimination, harassment, inappropriate behavior of a sexual nature, sexual harassment and retaliation, and treat others with respect.

2. Take the mandatory WSDOT Diversity training, which includes the following

from unnecessary speculation about or dissemination of information regarding an alleged act, complaint or investigation. Ensure that information concerning an investigation is imparted to those who are in charge of an investigation.

V. Complaint Procedures

A. Initial Communication

1. **The individual who feels they are subjected to discrimination, harassment, inappropriate behavior of a sexual nature, sexual harassment, or retaliation, as**
offensive or that it is unwelcome. The quickest, and normally most effective option for an employee may be to simply tell the offender about his or her behavior, explain what they are doing that disturbs him/her, and ask that this behavior be stopped.

If telling the offender does not stop the offensive behavior, or it leads to retaliation, they are advised to immediately report the incident to any one of the following individuals:

- a. Own immediate supervisor or a person in your chain of command,
- b. The offender's immediate supervisor or a person in their chain of command,
- c. The Region or Division OEO staff person,
- e. The appointing authority,

If the offender is a supervisor or a person in your chain of command, you may also report the incident to the Regional or Division OEO staff person, Olympia, or the appointing authority.

If the offender is a supervisor or a person in your chain of command, you may also report the incident to the Regional or Division OEO staff person, Olympia, or the appointing authority.

If the offender is a supervisor or a person in your chain of command, you may also report the incident to the Regional or Division OEO staff person, Olympia, or the appointing authority.

Equal Employment Opportunity Commission (EEOC), collective bargaining unit representative, or seeking legal counsel.

If the offender is a supervisor or a person in your chain of command, you may also report the incident to the Regional or Division OEO staff person, Olympia, or the appointing authority.

If the offender is a supervisor or a person in your chain of command, you may also report the incident to the Regional or Division OEO staff person, Olympia, or the appointing authority.

harassment immediately to OEO for assessment and/or investigation.

B. Investigative Process

1. OEO will respond to complaints of discrimination, harassment, inappropriate behavior of a sexual nature, sexual harassment, and retaliation in a fair, timely manner.
2. OEO will conduct an assessment and/or investigation of any allegations of discrimination, harassment, sexual harassment or retaliation.

OEO will conduct an assessment and/or investigation of any allegations of discrimination, harassment, sexual harassment or retaliation.

on the nature and extent of alleged incidents and the context in which the alleged incidents occurred. Appropriate investigative procedures may include complete investigations in a timely, thorough, and sensitive manner and to

manager or supervisor in resolving the situation. OEO will provide information about the investigative process to the complainant and the accused. OEO will conduct an investigation into the complaint, if needed.

OEO will provide information about the investigative process to the complainant and the accused. OEO will conduct an investigation into the complaint, if needed.

OEO will provide information about the investigative process to the complainant and the accused. OEO will conduct an investigation into the complaint, if needed.

OEO will provide information about the investigative process to the complainant and the accused. OEO will conduct an investigation into the complaint, if needed.

OEO will provide information about the investigative process to the complainant and the accused. OEO will conduct an investigation into the complaint, if needed.

C. Education and Training

WSDOT is committed to keeping the workforce informed regarding its policies on inappropriate behavior of a sexual nature, sexual harassment and retaliation. To that end, OEO will provide Diversity training for all WSDOT employees.

Attachment 1 Secretary's Statement on Discrimination and Harassment



Memorandum

October 6, 2006

TO: All Employees of Washington State Department of Transportation
(WSDOT)

FROM: R. D. R. DOG

SUBJECT: WSDOT Equal Opportunity and Affirmative Action Documents
and Freedom From Discrimination and Sexual Harassment Documents

These documents are being issued to all employees of WSDOT and freedom from discrimination and harassment in our workplaces. To provide
substantial language changes:

[Equal Opportunity, Affirmative Action, and Freedom From Discrimination and Sexual Harassment](#)

[Equal Opportunity and Affirmative Action](#)

[Freedom From Discrimination](#)

[Freedom From Sexual Harassment](#)

[Equal Opportunity Desk Manual](#), Chapter 1, "Equal Opportunity,"

Managers and supervisors are expected to take a firm lead in setting a management tone that clearly supports a respectful work environment free from discrimination. Employees
discrimination and equal opportunity within their work environment.

To ensure WSDOT employees receive the information, bulk [Equal Opportunity Desk Manual](#). Each manager and supervisor needs to ensure current and future employees, including seasonal and non permanent employees, read and understand this information.

Thank you for your commitment to make WSDOT a place we are proud to work.

DOT Form 700-008 EF
Revised 5/99

Attachment 2

Executive Order E 1014.01 Transmittal



**Washington State
Department of Transportation**

Publications Transmittal

Transmittal Number 06 046	Date October 6, 2006
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RPPRDR
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 HFRPHDOHHBRDR
 HFRDO2SSRZIEH
 HFRH6DHDRROE
 HFRH6HDO6HODR
 HFRDRFDOBRDR
 HFRD6HREH2IEH
 HFRDRDRZHEROR

HFRDHDEHD2SHDRBRDR
 HFRSRMHFRBRDR
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 Region Administrator, Eastern Region
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 Region Administrator, South Central Region
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Publication Title Equal Opportunity, Affirmative Action, and Freedom From Discrimination and Sexual Harassment	Publication Number E 1014.01
Originating Organization Office of the Secretary Equal Opportunity Office	

Remarks and Instructions

Revised Secretary's Executive Order

The attached Secretary's Executive Order E 1014.01 dated October 6, 2006, supersedes and re-executive Order 1014.00 with the same title dated September 14, 2001. Please recycle the old copies. This Secretary's Executive Order is being reissued to inform all employees of the Secretary's commitment to equal opportunity, affirmative action, freedom from discrimination and sexual harassment.

Keep Employees Informed

Please inform all employees that this document is available at the Administrative and Engineering Publications web site: <http://www.wsdot.wa.gov/docs/engpubs/>

For More Information

If you have questions or concerns regarding this Secretary's Executive Order, please contact your local personnel representative or the Equal Opportunity Office at (360) 705 7090.

Distributed By DODDRG Chief of Staff	Phone Number □	Signature /s/ Paula Hammond
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DOT Form 761-003 EF
Revised 2/2006

cc: Administrative Services, Administrative and Engineering Publications, MS 47408



Washington State
Department of Transportation

Secretary's Executive Order

BEHU

DDDFBO

Secretary of Transportation

DWBHU

Equal Opportunity, Affirmative Action, and Freedom From Discrimination and Sexual Harassment

Purpose

This Secretary's Executive Order is issued to inform Washington State Department of Transportation (WSDOT) employees of the department's policies, plans, rules, and procedures to ensure we each provide equal opportunity, affirmative action, and freedom from discrimination and harassment in our work places.

Supersession and Changes

~~BEHU~~ ~~BEHU~~ ~~HUSHUHH~~ *Equal Opportunity,
Affirmative Action, and Freedom From Discrimination and Sexual Harassment*
~~HEWHEEDWHESWHPEHEHREHQR~~
an amendment to Revised Code of Washington (RCW) ~~DDWRDWH~~
~~DDWDR~~.

Policies Updated

The following department policies are updated with this Secretary's Executive Order:

Equal Opportunity and Affirmative Action Policy Statement P 2007.01:

employment, development, and advancement of all persons.

Freedom From Discrimination Policy Statement P 2008.01:

policy of the WSDOT to provide and maintain a work place that is free from all forms of discrimination, including harassment, based on race, color, creed, religion, gender, national origin, age, sexual orientation, marital status, use of a trained guide dog or service animal by a disabled person, ~~WDEHDWHDGMEOEHWHDWDWNUWSUMDSMO~~ mental, or sensory disability.

Freedom From Sexual Harassment Policy Statement P 2009.01:

policy of the WSDOT to provide and maintain a work place that is free from all forms of sexual harassment.

E 1014.01
Equal Opportunity, Affirmative Action, and
Freedom from Discrimination and Sexual Harassment
October 6, 2006

7HH3ROF6WDWHPHWSSRW7WOH9,,RIWHWH6WDWHO5WEWRI□
DDPHH□ [5:DW6WDWHDDWEDWR□](#) as
amended, and rulings of the Equal Employment Opportunity Commission.

Office of Equal Opportunity Role and Responsibilities

The director and staff of the Office of Equal Opportunity are the department's experts on these topics. They develop, maintain, and distribute information such as the department's *Affirmative Action Plan*, and the [Equal Opportunity Desk Manual](#) □, which include detailed rules and procedures on how to carry out this Secretary's Executive Order.

Executive Manager Role and Responsibilities

Each executive manager must establish and maintain an affirmative action program within the organization, region, or division he or she is responsible for. Executive managers or their designees must ensure that this Secretary's Executive Order is read and understood by all employees within the executive's organization.

Employee Role and Responsibilities

All employees are expected to read and understand this Secretary's Executive Order [DGN66/DW6W/DOORUWRHWHREBWHG6WDEU□](#) places that are free from discrimination and harassment.

Distribution

To ensure WSDOT employees receive this message, we distribute these policies in [I6R6RUW/DWRSDE/6666RW/6WUDW/DGWH](#) [Equal Opportunity Desk Manual](#) □. Each manager and supervisor needs to ensure current and future employees, including seasonal and non permanent employees, read and understand this information.



Americans with Disabilities Act (ADA) Information

Materials can be provided in alternative formats for people with disabilities by calling:

- Office of Equal Opportunity (OEO) at (360) 705-7097.
- Persons who are deaf, hard of hearing, or speech disabled may contact OEO through the Washington Relay Service at 7-1-1.

Attachment 4

Equal Opportunity and Affirmative Action
Policy Statement Transmittal



Publications Transmittal

Transmittal Number 06 047	Date October 6, 2006
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D6HFHD6H6DRD
HIEFR6HEHO
HFRD6H6HEHO
HFRZIEHO
HFRDRRZ
HFRD
HFRBPPEDRD
HFRBPHD6H6DRD
HFRD6ZSSRZIEHO
HFRB6DHD6ROFO
HFRB6H6D6HODRD
HFRD6RFD6DRD
HFRD6H6H6ZIEHO
HFRIRPDRZHFRRD

HFRD6H6H6D2SHDRDRD
HFR6RMHFBRD6H6SRD
HFR6H6H6D
HFR6D6H66D6DRD
HFR6E6FZDSRDRD6D
HFR6EDR6D
HFRD6D6H6H6Z
0DDH6RZD6DRD
2PEPD
Region Administrator, Eastern Region
HGWUDWRURUWUDOR
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Region Administrator, South Central Region
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Publication Title Equal Opportunity and Affirmative Action	Publication Number E
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Originating Organization
Office of the Secretary
Equal Opportunity Office

Remarks and Instructions

Revised Policy Statement

The attached Policy Statement P 2007.01 dated October 6, 2006, supersedes and replaces Policy Statement P 2007.00 with the same title dated September 14, 2001. Please recycle the old copies. This Policy Statement is being reissued to inform all employees of the Secretary's commitment to equal opportunity, affirmative action, freedom from discrimination and sexual harassment, and to

Keep Employees Informed

Please inform all employees that this document is available at the Administrative and Engineering Publications web site: <http://www.wsdot.wa.gov/docs/ENR/ENR/PUBS/PUBS.htm>

For More Information

If you have questions or concerns regarding this Policy Statement, please contact your local peer representative or the Equal Opportunity Office at (360) 705 7090.

Distributed By BODDRG Chief of Staff	Phone Number □	Signature /s/ Paula Hammond
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DOT Form 761-003 EF
Revised 2/2006

cc: Administrative Services, Administrative and Engineering Publications, MS 47408

Attachment 5

Equal Opportunity and Affirmative Action
Policy Statement



Washington State
Department of Transportation

Policy Statement

1PEB

RODRDO Secretary of Transportation DWREB

Equal Opportunity and Affirmative Action

Statement of Policy:

WBRORIWDR6WDWBDWPWRIZSRWDWR6ZWR provide equal opportunity for the employment, development, and advancement of all persons.

Supersession and Changes:

78RO6WDWF3SE Equal Opportunity and Affirmative Action 8EWDWHPHWDWHESWHPEH8E result of an amendment to Revised Code of Washington (RCW) DW R WDWDDW DPWR

Resources and Additional Information:

78RO6WDWFSSRW

-
- _____ as amended
- Rulings of the Equal Employment Opportunity Commission.

Rules, procedures, and other information on how to carry out this policy are available from the WSDOT Equal Opportunity Office and include:

- WSDOT Affirmative Action Plan
- OEO Equal Opportunity Desk Manual
- Equal Opportunity, Affirmative Action, and Freedom From Discrimination and Sexual Harassment EFWDEFWHE



Americans with Disabilities Act (ADA) Information

Materials can be provided in alternative formats for people with disabilities by calling:

- Office of Equal Opportunity (OEO) at (360) 705-7097.
- Persons who are deaf, hard of hearing, or speech disabled may contact OEO through the Washington Relay Service at 7-1-1.

Attachment 6

Freedom From Discrimination Transmittal



Publications Transmittal

Transmittal Number 06 048	Date October 6, 2006
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RPPRDR
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HIRI6DII
D6HFHD6H2SHDR
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HIEFR6HEH
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HFR2IEH
HFRDRZ
HFRH
HFRPPEDR
HFRPHDOHH6RDP
HFRDO2SSR2IEH
HFRH6DHD6ROE
HFRH6HDO6HODR
HFRD6RFDO6RDP
HFRD6HREH2IEH
HFRDRPDRZHFRO

HFR0HDEHD2SHDR6RDP
HFR6RMHFR6R0D6HSR
HFR6HDE
HFR6DHE6ODD6RDP
HFR6E0FZDSRDR6D
HFR6ED6R
HFRD66DHHZ
ODDH6RZ6RDP
2PEED
Region Administrator, Eastern Region
HFRUDWRURUWUDON
HFRUDWRURUWUB
HFRUDWRURUWUB
Region Administrator, South Central Region
HFRUDWRURUWUB
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Publication Title Freedom From Discrimination	Publication Number P 2008.01
Originating Organization Office of the Secretary Equal Opportunity Office	

Remarks and Instructions

Revised Policy Statement

The attached Policy Statement dated October 6, 2006, supersedes and replaces Policy Statement P 2008.00 with the same title dated September 14, 2001. Please recycle the old copies. This Policy Statement is being reissued to inform all employees of the Secretary's commitment to equal opportunity, affirmative action, freedom from discrimination and sexual harassment, and to

Keep Employees Informed

Please inform all employees that this document is available at the Administrative and Engineering Publications web site: <http://www.wsdot.wa.gov/docs>

For More Information

If you have questions or concerns regarding this Policy Statement, please contact your local peer representative or the Equal Opportunity Office at (360) 705 7090.

Distributed By DODDRG Chief of Staff	Phone Number □	Signature /s/ Paula Hammond
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DOT Form 761-003 EF
Revised 2/2006

cc: Administrative Services, Administrative and Engineering Publications, MS 47408

Attachment 7

Freedom From Discrimination Policy Statement



Policy Statement

1PEB

ROD0DFRDO Secretary of Transportation

DW0WREB

Freedom From Discrimination

Statement of Policy:

WWSROFRIW62WRSBBDWDDRSODFWDWI from all forms of discrimination including harassment based on race, color, creed, religion, gender, national origin, age, sexual orientation, marital status, use of a WUDHGRJRRUMBPOEDGMEOHSHRWDEHDWHD GMEOHWHWDWNUWSUMDSOOWDORUMUGMEDW

Supersession and Changes:

76ROE6WDWAW3SH Freedom From Discrimination amendment to Revised Code of Washington (RCW) DWRWWDWD Against Discrimination.

Resources and Additional Information

76ROE6WDWAWSSRW

- _____ as amended
- Rulings of the Equal Employment Opportunity Commission.

Rules, procedures, and other information on how to carry out this policy are available from the WSDOT Equal Opportunity Office and include:

- WSDOT Affirmative Action Plan
- OEO Equal Opportunity Desk Manual
- Equal Opportunity, Affirmative Action, and Freedom from Discrimination and Sexual Harassment



Americans with Disabilities Act (ADA) Information

Materials can be provided in alternative formats for people with disabilities by calling:

- Office of Equal Opportunity (OEO) at (360) 705-7097.
- Persons who are deaf, hard of hearing, or speech disabled may contact OEO through the Washington Relay Service at 7-1-1.

Attachment 8

Freedom From Sexual Harassment Transmittal



Washington State
Department of Transportation

Publications Transmittal

Transmittal Number 06 049	Date October 6, 2006
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RPPRRDR
6HFHDBIZDSRDR
HIRI6DI
D6HFHD6H2SHDR
D6HFHD6FH8DR
HIEFR6HEH
HFRDB6HEH
HFR2IEH
HFRDRBZ
HFRB
HFRBPPEDR
HFRBPHDO6H8RDP
HFRDO2SSR2IEH
HFR6HD8ROE
HFRBPHDO6HODR
HFRDDRFDO3RDP
HFRB6HREH2IEH
HFRIRPDRZHFROR

HFR0DHEHD2SHDR3RDP
HFR3RMHFBR0D6HSR
HFR5HHDE
HFR6DHE3ODD3RDP
HFR3E0F7DSRDRD5DO
HFR8EDRR
HFRDB6DHHZ
ODDH6RZDRDP
2PERD
Region Administrator, Eastern Region
HFRUDWRUURUWUDOR
HFRUDWRUURUWUR
HFRUDWRUUROR
Region Administrator, South Central Region
HFRUDWRURWNR
HFRUDWRURUDOR
HFRUDWRURU
)

Publication Title Freedom From Sexual Harassment	Publication Number P 2009.01
Originating Organization Office of the Secretary Equal Opportunity Office	

Remarks and Instructions

Revised Policy Statement
The attached Policy Statement dated October 6, 2006, supersedes and replaces Policy Statement P 2009.00 with the same title dated September 14, 2001. Please recycle the old copies. This Policy Statement is being reissued to inform all employees of the Secretary's commitment to equal opportunity, affirmative action, freedom from discrimination and sexual harassment, and to

Keep Employees Informed
Please inform all employees that this document is available at the Administrative and Engineering Publications web site: <http://www.wsdot.wa.gov/docs>

For More Information
If you have questions or concerns regarding this Policy Statement, please contact your local peer representative or the Equal Opportunity Office at (360) 705 7090.

Distributed By BODDRG Chief of Staff	Phone Number □	Signature /s/: Paula Hammond
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DOT Form 761-003 EF Revised 2/2006 cc: Administrative Services, Administrative and Engineering Publications, MS 47408

Attachment 9

Freedom From Sexual Harassment Policy Statement



Washington State
Department of Transportation

Policy Statement

1PEH8

ROD0FRDO _____
Secretary of Transportation

DWHEWREHD

Freedom From Sexual Harassment

Statement of Policy:

,WWHSROERIWH:DWR6WDWHHSDWPHWRIZDSRW/DWR6ZWR
provide a work place that is free from all forms of sexual harassment.

Supersession and Changes:

78ROE6WDWHPHW3SHHH _____ *Freedom From Sexual Harassment*
BEWDWHPHW/DWHISWHPEHHEHOW
of an amendment to Revised Code of Washington (RCW) DDWR/DWH
DDWEPWR.

Resources and Additional Information

78ROE6WDWHPHWSSRW

- _____ as amended
- Rulings of the Equal Opportunity Commission

Rules, procedures, and other information on how to carry out this policy are available from the WSDOT Equal Opportunity Office and include:

- *WSDOT Affirmative Action Plan*
- Equal Opportunity Office Desk Manual
- Equal Opportunity, Affirmative Action, and Freedom From Discrimination and Sexual Harassment



Americans with Disabilities Act (ADA) Information

Materials can be provided in alternative formats for people with disabilities by calling:

- Office of Equal Opportunity (OEO) at (360) 705-7097.
- Persons who are deaf, hard of hearing, or speech disabled may contact OEO through the Washington Relay Service at 7-1-1.

Attachment 10

Equal Opportunity Desk Manual Transmittal



Publications Transmittal

Transmittal Number <input type="checkbox"/>	Date <input type="checkbox"/> 2/27/06
To: All <i>Equal Opportunity Desk Manual</i> holders	
Originating Organization Washington State Department of Transportation, Office of Equal Opportunity	

Remarks:

This is the revision to the existing manual. Please order copies of this manual. For more information please contact Margaret Sugiyama at 360-705-7099. This information is available on line at the Office of Equal Opportunity.

Instructions:

Page numbers and corresponding sheet counts in the table below to indicate portions of the *Equal Opportunity Desk Manual* that are to be removed and inserted to accomplish this revision.

Chapter	Remove Pages	Insert Pages
Chapter 1 Equal Opportunity, Affirmative Action, and Freedom from Discrimination, Harassment, Sexual Harassment and Retaliation	<input type="checkbox"/>	<input type="checkbox"/>
Chapter 2 Discrimination, Harassment, Sexual Harassment and Retaliation	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>	Signature
Office Of Equal Opportunity	<input type="checkbox"/>	

