



Signature on file:

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Secretary of Transportation

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Date

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

I. Introduction

Our department serves citizens in every community, economic class and cultural group. The Washington State Department of Transportation (WSDOT) will be in harmony with its social role only when our work environment reflects our broader social aspirations for equal opportunity, justice, personal dignity and cross-cultural respect. To that end, we must take personal responsibility for diversity in our organization and in our communities.

As Secretary of Transportation, on behalf of myself and all of our employees, I am committed to taking those affirmative action steps which will ensure equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation. All of us at WSDOT recognize that we must take positive actions to prevent and to remedy any discriminatory effects of business and employment practices.

We are committed to achieving a diverse workforce that is reflective of our communities through fair and effective implementation of our *Affirmative Action Plan*.

A. Purpose

This Secretary's Executive Order directs employees to follow department policies, plans, rules, and procedures for equal opportunity, affirmative action, freedom from discrimination, and freedom from sexual harassment in the workplace.

B. Supersession

This Secretary's Executive Order supersedes and replaces the prior version with the same title dated November 3, 2011. All references to the superseded E 1014.03 now reference E 1014.04.

C. What Has Changed

- I.A adds a statement of commitment to equal employment from the Secretary of Transportation.
- II.A adds employment actions that must include equal opportunity.
- III.A.1 adds measurements.
- III.B.1 adds strategies.

- III.B.2 adds requirement to be effective and responsive.
- III.C.4 adds requirement to be familiar with definitions and policies.
- III.C.5 adds right to report complaints without retaliation.

II. Secretary's Executive Order

The following direction supports Title VII of the United States Civil Rights Act of 1964 as amended, Revised Code of Washington (RCW) 49.60 *Discrimination – human rights commission*, and rulings of the Equal Employment Opportunity Commission.

A. Equal Opportunity and Affirmative Action

Employees are directed to provide equal opportunity for the employment, development, and advancement of all persons. Equal opportunity will be practiced agency-wide in all employment actions including recruitment, selections, hiring, transfers, promotions, training, compensation, benefits, recognition, layoffs, and all other terms and conditions of employment.

B. Freedom from Discrimination

Employees are directed 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, gender identity, marital status, use of a trained guide dog or service animal by a disabled person, veteran status, disabled veteran status, or the presence of a physical, mental, or sensory disability.

C. Freedom from Sexual Harassment

Employees are directed to provide and maintain a work place that is free from all forms of sexual harassment.

III. Information to Carry Out This Secretary's Executive Order

A. Human Resources Role and Responsibilities

The director of the Office of Human Resources and designated staff must:

1. Develop and implement the agency equal employment opportunity and affirmative action programs with measurable goals and objectives.
2. Provide expertise to the department regarding equal opportunity, affirmative action, freedom from discrimination, and freedom from sexual harassment.
3. Develop, maintain, and distribute information, procedures and training to ensure compliance with this Secretary's Executive Order.
4. Make this information available in new employee orientation packets, bulk email, and on the Intranet.
5. Monitor and report agency compliance with mandatory and refresher training on discrimination and sexual harassment.

B. Executive Role and Responsibilities

Executives must:

1. Be responsible and accountable for the promotion and implementation of equal employment strategies for all employment actions within their organization.
2. Establish and maintain an effective and responsive affirmative action program within their organization.
2. Ensure that this Secretary's Executive Order is read and understood by current and future employees, including seasonal and non-permanent employees.
3. Ensure that all employees within their area of responsibility attend all mandatory and refresher training on discrimination and sexual harassment.

C. Employee Role and Responsibilities

Employees must:

1. Read and understand this Secretary's Executive Order.
2. Support work places that are free from discrimination and sexual harassment.
3. Attend all mandatory and refresher training on discrimination and sexual harassment.
4. Be familiar with the definitions and policies regarding sexual harassment, discrimination, affirmative action, and equal employment opportunity as provided in Chapter 29 of the *Human Resources Desk Manual M 3009*.
5. All employees, and applicants for employment, have the right to report complaints alleging discrimination and harassment to the Office of Human Resources without being subjected to retaliation.

IV. Contact for More Information

For more information about this Secretary's Executive Order contact your human resources representative or the Office of Human Resources at 360-705-7105.

V. References

- Title VII of the United States Civil Rights Act of 1964 as amended
- Rulings of the U.S. Equal Employment Opportunity Commission
www.eeoc.gov
- RCW 49.60 *Discrimination – human rights commission*
<http://apps.leg.wa.gov/rcw/default.aspx?cite=49.60>
- Rulings from the Washington State Human Rights Commission
www.hum.wa.gov/index.html
- *Human Resources Desk Manual M 3009*
wwwi.wsdot.wa.gov/Publications/Manuals/M3009.htm

VI. Review and Update Requirements

When changes are necessary to update this document, please inform the Chief of Staff. The Chief of Staff periodically reviews this document and proposes updates to the Secretary of Transportation for approval.

Americans with Disabilities Act (ADA) Information

Materials can be provided in alternative formats by calling the ADA Compliance Manager at 360-705-7097. Persons who are deaf or hard of hearing may contact that number via the Washington Relay Service at 7-1-1.