Washington State
Military Department

Department Policy No. HR-209-02

Title:	Equal Opportunity / Affirmative Action
Former Number:	03-203-05
Authorizing Source:	Presidential Executive Orders 11246 (as amended) and 11375; Code of Federal Regulations (CFR) Title 41, Part 60-2; Title VII of the Civil Rights Act of 1964, as amended; Equal Employment Opportunity governing guidelines, CFR Titles 28, 29, and 43; Vietnam-Era Veterans Readjustment Act of 1974; The American with Disabilities Act of 1990, as amended The Rehabilitation Act of 1973, Section 504, as amended The Age Discrimination Act of 1975, as amended Governor's Executive Orders 93-07 and 98-01 RCW Chapters 41.06 and 49.60 WAC Chapter 357-25 Human Resource Policy and Procedure #HR-208-01 –Anti-Discrimination
Information Contact:	Human Resources Director Building #33 (253) 512-7941
Effective Date:	June 30, 2005
Mandatory Review Date:	June 1, 2020
Revised:	June 1, 2016
Approved By:	Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

The Washington Military Department affirms its commitment to providing equal employment opportunity in accordance with the principles, intent, and purposes of the laws and regulations cited in this policy, recognizing that affirmative action is an effective legal tool for attaining and maintaining parity within the workforce.

Applicability

This policy is applicable to all state employees, applicants for state employment, contractors, vendors, and customers/clients. It does not apply to National Guard personnel on state active duty or to federal personnel to include Active Guard Reserve (AGR), traditional guard personnel in a federal military status, or military technicians.

Policy

The Military Department is committed to equal employment opportunity and access to its programs and services for all persons without regard to race, color, sex, religion, creed, age, marital status, national origin, sexual orientation or gender identity, disabled and Vietnam-Era veteran, veteran or military status, or the presence of any physical, sensory or mental disability or any other legally protected status.

Equal employment opportunity and affirmative action are vital responsibilities that are equally important within all functions of the agency. It is the responsibility of each employee to comply with and promote this policy and for maintaining a work environment that encourages and promotes diversity and inclusion.

The Military Department will provide access to its services and programs in a fair and impartial manner. Equal employment opportunity is the goal, whereas, the Affirmative Action Plan is the methodology by which the Agency will fulfill this goal. In an effort to eliminate barriers and to improve employment opportunities to underutilized groups, this policy shall be implemented in recruitment, hiring, career development, training, promotion, transfer, retention, reclassification, corrective/disciplinary actions, termination, reversion and non-permanent appointments.

The Military Department will provide an environment free from all forms of discrimination. Employees are prohibited from engaging in any form of racial, religious, and sexual harassment behavior including jokes, slurs, and innuendoes. This behavior is inappropriate in the work environment and may be grounds for corrective or disciplinary action in accordance with Washington State Collective Bargaining Agreements and Washington Administrative Code.

Responsibilities

Equal employment opportunity and affirmative action are vital responsibilities and, as such, assume equal importance within all functions of the Department.

1. **Department Director/The Adjutant General (TAG)**

   The Department Director/TAG has overall responsibility for implementation of the Department's equal employment opportunity program, Affirmative Action Plan, and to ensure management supports and promotes a high visibility of its commitment to equal employment opportunity/affirmative action.

2. **Human Resource Director (HRD)**

   The HRD is the Director's AA/EEO designee with the responsibility for:

   - Developing, implementing, and disseminating the Department's Affirmative Action Plan.
   - Designing, implementing, and monitoring internal reporting systems and advising management and staff regarding Equal Opportunity/Affirmative Action policy, plan and strategies.
   - Analyzing hiring, promotions, demotions, corrective/disciplinary actions, layoffs, termination, and training participation patterns to identify potential barriers to equal employment opportunity and developing strategies to correct/eliminate the barriers.
   - Assisting managers, supervisory and employees with the implementation of the Equal Employment Opportunity/Affirmative action policy, plan, and strategies.

3. **Managers/Supervisors**

   Managers and supervisors are responsible for promoting and implementing the principles of affirmative action and equal opportunity as outlined in the Department's goals and objectives.

4. **Employees**

   Employees are responsible for creating and maintaining a respectful and welcoming work environment, acting within the law, and for complying with this policy.

Information Dissemination

AA/EEO policies will be provided to all new employees. New policies and updates will be distributed to all employees. The Affirmative Action Plan is available through the State Human Resource Office.