

## EEO POLICY

POLICY NUMBER: 500-01	EFFECTIVE DATE: 6/2/2008	APPOINTING AUTHORITY APPROVAL: <i>[Signature]</i>
REPLACES POLICY DATED: 1/25/2008	AUTHORITY: Title VII, Civil Rights Act of 1964 (as amended 1991); Age Discrimination in Employment Act of 1967 as amended 1986; Rehab. Act of 1973; ORC 4112.01-4112.99; ORC 5903.01; OAC 123:1-49; Executive Order 2007-10S; Immigration Reform & Control Act of 1986; Columbus City Code, Ch. 23.31; applicable bargaining unit contracts	

### I. PURPOSE

The Department of Administrative Services is committed to providing a non-discriminatory employment environment for its employees.

### II. POLICY

The policy of the Ohio Department of Administrative Services (DAS) is to fully comply with applicable federal, state and local laws, rules, regulations and guidelines in the area of non-discrimination in employment. Discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment, sexual orientation, gender identity), national origin, disability, age (40 years or older), veteran status or military status, is prohibited.

Equal employment opportunity and non-discriminatory behavior commitments within DAS include, but are not limited to, the areas of hiring, promotion, demotion or transfer, recruitment, layoff or termination, rate of compensation and in-service training. Administrative Services' EEO Strategic Plan filed with the State Equal Opportunity Coordinator further details the department's action plan. In summary, the EEO Strategic Plan outlines the comprehensive commitment to equal opportunity and non-discrimination made by the Department of Administrative Services. Strategies for affirming the departmental commitment to equal employment opportunity include the dissemination of this statement and the Anti-Discrimination and Anti-Harassment policy to all employees and displaying all required EEO posters, including posters from the Ohio Civil Rights Commission and the U.S. Equal Employment Opportunity Commission.

### III. FILING A COMPLAINT

DAS employees who believe they have been subject to employment discrimination by a DAS employee should contact their supervisor, the DAS EEO Manager or Human Resources Administrator to discuss the complaint and initiate steps to resolve the issue. If it becomes necessary to formalize a discrimination charge, DAS shall make every effort to resolve the complaint within the timeframe established by Ohio Administrative Rules (see OAC, Chapter 123:1-49).

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Formal complaints may be filed with any or all of the following enforcement agencies prior to the deadline noted for each:

- a. Department of Administrative Services' Equal Opportunity Division (or the EEO Manager) within 30 days of the most recent incident of alleged discrimination.
- b. Ohio Civil Rights Commission within 180 days.
- c. U.S. Equal Employment Opportunity Commission within 300 days.

Department of Administrative Services employees are requested to assist in the effort to achieve equal employment opportunity. Any willful or deliberate violation of the EEO Policy by a DAS employee will be subject to appropriate disciplinary action. The EEO Manager has full authority for the administration of the program.

**IV. REVISION HISTORY**

Date	Description of Change
4/18/2004	Original Policy Release
1/25/2008	Update for Executive Order
6/02/2008	Add "military status" as a protected class (ORC 4112.02)

To obtain a copy of the Department of Administrative Services EEO Strategic Plan, a copy of this policy or more information, please contact:

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