

## EEO POLICY

POLICY NUMBER: 500-01	EFFECTIVE DATE: 05/01/2011	APPOINTING AUTHORITY APPROVAL: 
REPLACES POLICY DATED: 3/8/2010	AUTHORITY: Title VII, Civil Rights Act of 1964 (as amended 1991); Age Discrimination in Employment Act of 1967 as amended 1986; Americans with Disabilities Act 1990; Equal Pay Act 1963; Immigration Reform & Control Act of 1986; Title II Genetic Information Non discrimination Act of 2008; ORC 4112; ORC 5903.01; OAC 123:1-49; Executive Order 2007-10S; Columbus City Code, Ch. 2331; Executive Order 2011-05K; 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), national origin, disability, age (40 years or older), genetic information (i.e. genetic tests information, family medical history, requests for or receipt of genetic services), 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, as well as those required by the Genetic Information Nondiscrimination Act of 2008 (GINA).

### 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).

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)
3/08/2010	Add "genetic information" as a protected class
05/01/2011	Update for Executive Order 2011-05K

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

Nena Jackson, EEO Manager  
Office of Employee Services  
Department of Administrative Services  
30 E. Broad Street, Room 4001  
Columbus, Ohio 43215  
Telephone: (614) 995-7589  
Fax: (614) 728-4683  
Email: [nenajackson@das.state.oh.us](mailto:nenajackson@das.state.oh.us)