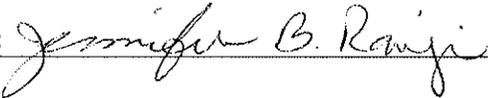


## DEPARTMENT POLICY

<b>POLICY #</b> 302	<b>SUBJECT:</b> Affirmative Action/Equal Employment Opportunities
<b>EFFECTIVE DATE:</b> March 30, 1988 <b>REVISION DATE:</b> January 14, 2009 <b>REVISION DATE:</b> August 20, 2013	<b>PAGE 1 of 2</b>
<b>AUTHORIZED SIGNATURE:</b> 	

### AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITIES

#### I. PURPOSE

The Delaware Department of Services for Children, Youth and Their Families is committed to providing equal employment opportunities through all personnel policies and practices including, but not limited to, recruitment, appointment, transfer, promotion, compensation, working conditions, discipline and training without regard to gender, race, color, religion, national origin, age, marital status, disability, sexual orientation, Vietnam Era veterans status, genetic information or gender identity.

#### II. PROCEDURES

The above statement is the full expression of the Department's philosophy which recognizes the value and worth of every individual and the potential contribution which can be made to both this organization and the clients we serve. Every individual who applies for employment or services will be provided consideration and services on a nondiscriminatory basis. This applies to all services whether provided directly by Department staff or through contractual services.

Through implementation of our Diversity/Affirmative Action Plan, the Department will ensure that all activities related to employment are free from discriminatory practices, sexual harassment and in full compliance with the Governor's Executive Orders Numbers Eighty-one and Eighty-six.

##### A. Affirmative Action/Equal Employment Opportunity Office

This Office is the first stop for an employee or applicant who believes they have been discriminated against in some aspect of their job because of their gender, race, color, religion, national origin, age, marital status, disability, sexual orientation, Vietnam Era veterans status, genetic information, or gender identity.

The Department's Affirmative Action/Equal Employment Opportunity Administrator serves as liaison between the complainant and respondent. He or she does not represent either party, but functions as a neutral party in trying to resolve a conflict that has arisen because of discrimination in the workplace. The goal is to quickly and informally resolve these conflicts at the grass roots level.

Counseling is available to all DSCYF employees and applicants for employment.

The Department encourages employees to use the Internal Affirmative Action System available to them in order to resolve employment matters that are causing dissatisfaction or what they believe to be unfair. This produces a healthy work environment and permits employees or applicants to use this system without fear or reprisal.

## B How to Access the Internal Affirmative Action System

Employee/Applicants may contact the Affirmative Action Office within ten (10) working days of an alleged act of discrimination.

The Affirmative Action/Equal Employment Opportunity Administrator will

- Counsel employee applicant about the issue
- Meet with the complainant and respondent to obtain facts
- Seek an informal satisfactory resolution, if possible
- If no resolution is possible, provide information on other alternative formal procedures.

The Affirmative Action Equal/Employment Administrator will insure that

- Everyone's rights are respected and protected.
- Complaints are dealt with in a timely fashion
- All appropriate staff members are involved in the process