

# Georgia Department of Public Safety

## Policy Manual

<b>SUBJECT</b> <b>EQUAL EMPLOYMENT OPPORTUNITY</b>	<b>POLICY NUMBER</b> <b>5.02</b>
<b>DISTRIBUTION</b> <b>ALL EMPLOYEES</b>	<b>DATE REVISED</b> <b>2/13/2009</b>

### 5.02.1 Purpose

To establish an Equal Employment Opportunity policy to ensure equal employment opportunities for employment and employment conditions for all applicants and employees of the Georgia Department of Public Safety.

### 5.02.2 Policy

The Georgia Department of Public Safety is an Equal Opportunity Employer. Applicants and/or employees will be treated fairly in hiring, promotions, pay, job assignments, training opportunities, benefits, discipline and all other employment-related actions. Employees will not be discriminated against on the basis of race, color, religion, gender, national origin, age or disability.

### 5.02.3 Equal Employment

- A. The Department's Equal Employment Opportunity Policy shall be explained to all new employees during new employee orientation.
- B. Federal and State employment law posters, as well as the Department's EEO Policy Statement shall be displayed permanently, in conspicuous locations, in all DPS facilities where notices to employees and applicants for employment are customarily placed.
- C. The Department is committed, in accordance with the principles of merit, to:
  - 1. Recruit, hire, train, and promote for all jobs, without regard to race, color, religion, gender, national origin, age or disability. (except where physical condition, gender or age are legitimate Bona Fide Occupational Qualifications);
  - 2. Make continuous efforts to eliminate and prevent the occurrence of arbitrary employment practices relating to employment or access to employment within the Georgia Department of Public Safety;
  - 3. Ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, recalls, Department sponsored training, education, social and recreation programs are administered without regard to race, color, religion, gender, national origin, age or disability.
  - 4. Ensure that no employee or applicant for employment will be discriminated against because of any physical or mental disability with respect to any position

for which the employee or applicant is qualified, and

5. Employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their disability in all employment practices, such as employment, promotion, reclassification, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation and selection for training, including on-the-job training programs.
- D. Any employee who believes they have been discriminated against should immediately raise their concerns with their immediate supervisor, other supervisors within their chain-of-command, the Colonel, the Lt. Colonel, the Commanding Officer, the Human Resources Director, the MCCD Chief or the Special Investigations Director. Applicants for employment should raise their concerns with the Human Resources Director or the Special Investigations Director.

The Department will take appropriate action to ensure that the rights of individuals to file complaints, furnish information, or participate in an investigation, public hearing, or other activity related to equal employment opportunity laws will be respected and not interfered with in any manner.

Human Resources shall investigate allegations of discrimination promptly and thoroughly in conjunction, where appropriate, with the Special Investigations Division. Corrective measures shall be implemented where found to be necessary and appropriate. Any sustained allegations of discrimination by an employee will result in appropriate disciplinary action, up to and including termination of employment.