

# 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>REVISED DATE</b> <b>9/19/2018</b>
	<b>POLICY REVIEWED</b> <b>9/19/2018</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 committed to providing equal employment opportunity for all individuals regardless of race, color, creed, national origin, ancestry, citizenship, religion, political opinions or affiliations, age disability, genetic information, gender, pregnancy, childbirth or related conditions, military or veteran status, or other status protected by federal, or state law or regulation.

Applicants and/or employees will be treated in a fair and non-discriminatory manner in hiring, promotions, pay, job assignments, training opportunities, benefits, discipline and all other employment-related actions.

### 5.02.3 Equal Employment

- A. All new employees shall sign an acknowledgement of their responsibility to read and understand the Department's Equal Employment Opportunity Policy within the first seven days of employment.
- 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, in accordance with this policy and policy #5.01 Anti-Harassment and Prohibited Workplace Behavior is committed to:
  - 1. Treat all individuals in all employment practices, such as recruitment, employment, classification, compensation, promotion, training, transfer, and layoff or termination, without regard to race, color, creed, national origin, ancestry, citizenship, religion, political opinions or affiliations, age, genetic information, gender, pregnancy, childbirth or related conditions, military or veteran status, or other status protected by federal, or state law or regulation;

2. Treat qualified disabled persons without discrimination based upon their disability in all employment practices, such as recruitment, employment, classification, compensation, promotion, transfer, training, and layoff or termination.
    - a. A “disability” refers to a physical or mental impairment that substantially limits one or more of an individual’s major life activities.
    - b. A “disabled individual” is an individual who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment.
    - c. A “qualified individual” with a disability is an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position that the individual holds or for which he/she has applied.
  3. 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;
  4. Ensure that all personnel actions, such as compensation, benefits, transfers, promotions, reclassifications, demotions, terminations, layoffs, recalls, Department sponsored training, education, social and recreation programs are administered without regard to race, color, creed, national origin, ancestry, citizenship, religion, political opinions, or affiliations, age, disability, genetic information, gender, pregnancy, childbirth or related conditions, military or veteran status, or other status protected by federal, or state law or regulation.
  5. Seek to provide reasonable accommodation to all qualified individuals with disabilities.
  6. Strive to reasonably accommodate employees’ religious needs.
- D. Any employee who believes they have been discriminated against should immediately raise their concerns with the Human Resources Director, the Office of Professional Standards (OPS), Director, the GSP or MCCD Commanding Officer, any supervisor in the employee’s chain of command, the Deputy Commissioner or Commissioner.
- E. Applicants for employment who believe they have been discriminated against should raise their concerns with the Human Resources Director or the OPS 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 Office of Professional Standards. 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.