



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
5/18/15

PAGE NUMBER  
1 of 4

NUMBER  
**DOC 810.005**

**POLICY**

TITLE  
**DIVERSITY/INCLUSION/NON-DISCRIMINATION**

**REVIEW/REVISION HISTORY:**

- Effective: 7/1/83
- Revised: 7/1/85
- Revised: 10/1/85
- Revised: 2/24/92
- Revised: 8/6/01
- Revised: 5/1/06
- Revised: 6/29/07
- Revised: 11/20/08
- Revised: 12/28/09
- Reviewed: 4/1/11
- Revised: 7/1/11
- Revised: 4/15/13
- Revised: 5/18/15

**SUMMARY OF REVISION/REVIEW:**


Policy I. and I.A. - Added language for clarification  
 I.B., II.B., and III.C. - Adjusted language for clarification  
 Added III.D. that each Appointing Authority will submit at least one affirmative action goal to foster diversity and inclusion in his/her area of responsibility  
 Attachment 1 - Added language on designating groups of positions as BFOQ based on the gender makeup of a team

**APPROVED:**

Signature on file

\_\_\_\_\_  
**BERNARD WARNER**, Secretary  
 Department of Corrections

4/13/15  
 \_\_\_\_\_  
 Date Signed

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**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [RCW 49.44.180](#); [WAC 162-16-240](#); [WAC 357](#); [Governor's Executive Order 89-01](#); [Governor's Executive Order 93-07](#); [ACA 4-4053](#); [ACA 7E-05](#); [DOC 810.800 Recruitment, Selection, and Promotion](#); [DOC 840.100 Disability Accommodation and Separation](#); [DOC 850.625 Sexual Harassment](#); Age Discrimination in Employment Act of 1967; [Americans with Disabilities Act of 1990](#); Civil Rights Act of 1964; Collective Bargaining Agreements; Washington State Human Rights Commission/Equal Employment Opportunity Commission Discrimination Guidelines

**POLICY:**

- I. [4-4053] [7E-05] The Department is committed to promoting a diverse workforce and providing a work environment free from discrimination. The Department recognizes, respects, and appreciates all races, cultures, and backgrounds and promotes the inclusion of all people, regardless of their differences. These differences include race, creed, color, age, sex, gender, national origin, nationality, ethnicity, religion, sexual orientation, marital status or status as a state registered domestic partner, pregnancy, disability, veteran's status, genetic information, or use of a trained guide dog or service animal by a person with a disability, and all other differences, including differing philosophies.
- II. The Department expects all employees, contract staff, volunteers, vendors, grantees, and licensees to participate in maintaining an inclusive, welcoming, and respectful environment.
- III. The Department has established policies and procedures to ensure employment practices (i.e., recruitment, interviewing, hiring, training, promotion, compensation, benefits, layoff, and termination) are non-discriminatory.

**DIRECTIVE:**

- I. General Requirements
  - A. All employees, contract staff, and volunteers are prohibited from engaging in any form of discrimination and/or harassment based on race, creed, color, age (i.e., 40 and over), sex, gender, national origin, nationality, ethnicity, religion, sexual orientation, marital status or status as a state registered domestic partner, pregnancy, disability, disabled veteran status, Vietnam Era veteran status, genetic information, or use of a trained guide dog or service animal by a person with a disability.
  - B. Retaliation for filing or participating in the investigation of discrimination or whistleblower complaints is also prohibited.

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<b>POLICY</b>			

## II. Bona Fide Occupational Qualifications (BFOQs)


- A. When a supervisor/manager believes a position qualifies as a privacy post that must be filled by a person in a protected class, the supervisor/manager will submit a request to local Human Resources using DOC 03-051 Bona Fide Occupational Qualification (BFOQ) Privacy Post Request.
- B. The position will be reviewed for BFOQ status as outlined in Attachment 1. BFOQ status requires approval from the Deputy Secretary, Chief of Staff, or appropriate Assistant Secretary/Division Head.

## III. Diversity Plan

- A. [4-4053] To recruit and retain a diverse workforce, the Department will maintain a Diversity Plan (i.e., Affirmative Action Plan) in compliance with state/federal requirements and Governor's Executive Order 93-07. The Department will identify and track affirmative action issues and develop strategies to address them.
- B. The Diversity Plan will be reviewed at least yearly and updated as needed. The Diversity Plan will be posted on the Diversity page on InsideDOC.
- C. Diversity Advisory Councils, together with the applicable Appointing Authority, will support the Diversity Plan throughout the year by sponsoring educational diversity events/activities that foster diversity and inclusion in the workplace. Diversity Advisory Councils are located at:
  1. Each Prison,
  2. Each Community Corrections section, to include Work Release,
  3. Department Headquarters, and
  4. Correctional Industries Headquarters.
- D. Each Appointing Authority will submit at least one affirmative action goal to foster diversity and inclusion in his/her area of responsibility. These goals will be posted on the Diversity page on InsideDOC.
- E. All management and supervisory employees are responsible for supporting the Diversity Plan. Education and training are available through in-house courses (e.g., Respect in a Diverse Workplace, Supervisory Success Skills, etc.).

## IV. Discrimination Complaint Procedure

- A. Employees may file an internal complaint by completing DOC 03-065 Internal Discrimination/Sexual Harassment Complaint or by notifying a supervisor/manager or Human Resources Representative.

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- B. Internal discrimination complaints will be investigated in an appropriate and timely manner, to the extent possible.
- C. Appointing Authorities will take appropriate corrective or disciplinary action where misconduct is found to have occurred.

V. Responsibilities

- A. Employees, contract staff, and volunteers are expected to support the Department’s diversity efforts and are encouraged to participate in diversity training, activities, or initiatives.
- B. Appointing Authorities will ensure that employees within their chain of command attend available diversity training within one year of initial appointment with the Department. Appointing Authorities will attend periodic management-related diversity training.
- C. Supervisors who fail to take prompt and immediate steps to prevent and/or report discrimination or harassment, or an act of retaliation as a result of reporting discrimination or harassment, may be subject to appropriate corrective or disciplinary action.

**DEFINITIONS:**

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

**ATTACHMENTS:**

[Bona Fide Occupational Qualification \(BFOQ\) Procedure \(Attachment 1\)](#)

**DOC FORMS:**

[DOC 03-051 Bona Fide Occupational Qualification \(BFOQ\) Privacy Post Request](#)  
[DOC 03-065 Internal Discrimination/Sexual Harassment Complaint](#)