



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
12/20/21

PAGE NUMBER
1 of 6

NUMBER
DOC 810.005

POLICY

TITLE
**EQUITY, DIVERSITY, INCLUSION, RESPECT, AND
ANTI-RACISM**

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
- Revised: 6/23/21
- Revised: 12/20/21

SUMMARY OF REVISION/REVIEW:

- I.A. - Adjusted as person-centered language
- I.B.2. - Removed unnecessary language
- II.A.5. - Added language for clarification
- III.A.2. - Updated terminology


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

12/7/21

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 49.44.180](#); [WAC 357](#); [Governor's Executive Order 12-02](#); DOC 810.800 Recruitment, Selection, and Promotion; DOC 840.100 Disability Accommodation and Separation; DOC 850.010 Administrative Investigations; DOC 850.015 Employee Wellbeing and Resources; DOC 850.625 Discrimination and Harassment; DOC 880.100 Corrections Training and Development; [Office of Financial Management State Human Resources Directive 20-02](#); [Office of Financial Management State Human Resources Directive 20-03](#); [Collective Bargaining Agreements](#); Workforce Diversity Plan

POLICY:

- I. The Department recognizes that:
 - A. Institutions, laws, and policies can create structures and oppressive systems.
 - B. Workforce equity and diversity helps address disparities among people from communities traditionally underrepresented and marginalized due to aspects of their identity (e.g., race, gender orientation, ability).
 - C. It is necessary to confront existing conscious and subconscious (i.e., implicit) bias to prevent a discriminatory and oppressive environment.
 - D. A respectful work environment is essential to workforce inclusion, and everyone deserves to be treated with respect, civility, and dignity.
- II. The Department has developed procedures to incorporate diversity, equity, inclusion, respect, and anti-racism into all business practices to align with the [Department's mission and values](#).
- III. Discrimination is defined and complaints may be filed per DOC 850.625 Discrimination and Harassment.

DIRECTIVE:


- I. General Requirements
 - A. Employees, contract staff, and volunteers will comply with this policy or be subject to appropriate corrective or disciplinary action, up to and including dismissal.
 - B. To recruit and retain a diverse workforce, the Department will maintain a Workforce Diversity Plan in compliance with state/federal requirements, which will:

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1. Identify, track, and report affirmative action/equal employment opportunity workplace demographic issues and develop goals/strategies to address them.
2. Be reviewed at least quarterly and updated as needed by Appointing Authorities, Equity, Diversity, and Inclusion employees, and appropriate stakeholders.
3. Be posted on the Equity, Diversity, Inclusion, and Respect page on the Department's internal website.

II. Responsibilities

- A. All employees, contract staff, and volunteers, regardless of position/rank, are expected to model the principles of equity, diversity, inclusion, respect, and anti-racism by upholding the Department's values by:
 1. Treating others, including individuals under the Department's jurisdiction, with dignity and respect by valuing their life experiences.
 - a) Examples of respectful and disrespectful behaviors are provided in Attachment 1.
 2. Speaking up when they observe disrespectful behavior from others.
 3. Reporting ongoing or obvious disrespectful behavior to a manager/supervisor or local Human Resources office.
 4. Recognizing conscious or implicit bias and how it can lead to ongoing discrimination and oppression.
 5. Providing input/feedback to challenge systems of privilege and oppression in policy and practice to Equity, Diversity, and Inclusion employees.
 6. Identifying and addressing microaggressions (e.g., subtle, intentional, or unintentional interactions/behaviors against a marginalized group) that communicate bias in the workplace.
 7. Recognizing the intent and impact of their words/behaviors in creating a respectful, anti-racist work environment.
 8. Completing equity and diversity training per DOC 880.100 Corrections Training and Development.

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9. Using available resources per DOC 850.015 Employee Wellbeing and Resources.
- B. Employees, contract staff, and volunteers are encouraged to participate in training, activities, initiatives, and courageous conversations to learn and expand their knowledge on equity, diversity, inclusion, respect, and anti-racism.
- C. Managers and supervisors, in consultation with Human Resources, will:
1. Engage in bias-free recruitment, hiring, and promotion practices per DOC 810.800 Recruitment, Selection, and Promotion including:
 - a) Promoting diversity, and
 - b) Considering inclusion and diversity outreach in recruitment activities.
 2. Cultivate an environment of respect by expecting and modeling respectful behavior in the workplace.
 3. Ensure an inclusive, respectful, and accessible work environment per DOC 840.100 Disability Accommodation and Separation.
 4. Encourage feedback and listen to employees when issues/complaints are raised and take appropriate action.
 5. Engage in initiating/promoting inclusive strategies to achieve workplace equity.
- D. Appointing Authorities/Executive Strategy Team members, in consultation with Human Resources, will:
1. Cultivate an environment of respect by expecting and modeling respectful behavior in the workplace.
 2. Center equity, diversity, and inclusion in budgetary decision packages, legislation, decision-making, and allocation.
 3. Actively seek input/perspectives from internal and external stakeholders, including people from communities traditionally marginalized and underrepresented.
 4. Develop practices to promote accessible environments (e.g., facilities/offices, communication, programs, technology, business opportunities) for all, regardless of ability, background, identity, or situation.

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5. Take specific action(s) to accomplish pay equity and the goals/strategies outlined in the Department's mission and the Workforce Diversity Plan.
 6. Review and measure compliance with policy using data/criteria maintained by the Department.
 - a) Members will develop a resolution plan for themselves when deficiencies are identified.
- E. Appointing Authorities will determine the scope of investigation and appropriate action for ongoing or obvious disrespectful behavior per DOC 850.010 Administrative Investigations.
- III. Equity, Diversity, and Inclusion Councils
- A. Equity, Diversity, and Inclusion Councils are established at:
 1. Each Prison,
 2. Each Reentry Center,
 3. Each Community Corrections section,
 4. Correctional Industries Headquarters, and
 5. Department Headquarters, to include internal and external stakeholders.
 - B. Equity, Diversity, and Inclusion Councils, together with the applicable Appointing Authority, will support the Workforce Diversity Plan throughout the year by:
 1. Providing insight and recommendations for the implementation and engagement of equity, diversity, inclusion, and anti-racist strategies/goals.
 2. Participating in recruitment events and local hiring panels.
 3. Sponsoring educational events/activities that foster equity, diversity, inclusion, and anti-racism in the workplace.
 4. Promoting and modeling equitable, inclusive, and anti-racist behaviors in the workplace.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Anti-Racism, Bias, Bullying, Disparaging Terms, Diversity, Equality, Equality vs. Equity, Equity, Inclusion, Marginalization, Privilege, Respect, Systemic/Structural/Institutional Racism. Other words/terms appearing in this policy may also be defined in the glossary.



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ATTACHMENTS:

Respectful Behaviors (Attachment 1)

DOC FORMS:

None