

DEPARTMENT OF CORRECTIONS EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-HARASSMENT STATEMENT

The Department of Corrections hereby reaffirms our commitment to equal employment opportunity and to maintaining a work environment that is free of discrimination for all employees and applicants without regard to an individual's race, color, sex, religion, national origin, age, disability, marital status, or genetic information.

Equal protection against discrimination will be afforded to all in recruitment, hiring, and promotion at all job levels within the Department. Other personnel matters (such as compensation, benefits, transfers, retention, discipline, Department-sponsored training, education, and social and recreational programs) will also be administered in accordance with equal employment opportunity requirements. In keeping with this commitment, we will not tolerate harassment of Department employees by anyone, including any supervisor, co-worker, vendor, or others engaged in business with the Department.

Harassment is verbal, physical or visual conduct based on an individual's race, sex, color, national origin, religion, disability, age, marital status, or genetic information. The Department will not tolerate harassing conduct that: (1) adversely affects tangible job benefits or other employment opportunities; (2) involves repeated actions, comments, or objects that unreasonably interfere with an individual's work performance; or (3) creates an intimidating, hostile, or offensive work environment. Examples of harassment include, but are not limited to, the use of epithets, derogatory language, pranks, and other forms of hazing motivated by an individual's race, sex, religion, color, national origin, disability, age, marital status, or genetic information.

Sexual harassment is a form of discrimination based upon a person's gender. It is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct of a sexual nature when: (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as a basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile, or offensive work environment.

Sexual harassment includes, but is not limited to, unwelcome requests or demands for sexual favors or unwelcome sexual advances; inappropriate nonconsensual touching of another person's body, including but not limited to kissing, pinching, groping, or fondling; repeated requests for dates or invitations to social events; use of sexually degrading words to describe an individual; jokes of a sexual nature; sexually explicit or suggestive objects; and use of inappropriate gestures or body language of a sexual nature.


Employment practices will be administered in a nondiscriminatory manner for any qualified employee or applicant with a disability that can, with or without a reasonable accommodation, perform the essential functions of his/her job. Requests for accommodation may be made through the appropriate Servicing Personnel Office or by contacting the ADA Coordinator at (850) 717-3902, Office of Institutions, Department of Corrections, 501 South Calhoun Street, Tallahassee, Florida 32399-2500.

Because the Department is committed to equal employment opportunity, any form of employment discrimination, including retaliation, is strictly prohibited. No employee may be subjected to retaliation as a result of filing a complaint, testifying, assisting, or participating in an investigation, proceeding, or hearing with regard to discrimination, or otherwise opposing any unlawful discriminatory practice prohibited by the Department's policy and related state and federal laws.

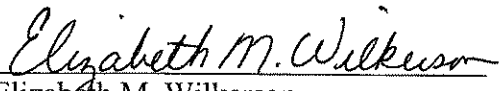
It is the Department's policy to investigate complaints of discrimination thoroughly and promptly. To the extent allowed by law, the Department will keep complaints confidential. If an investigation confirms that discrimination has occurred, the Department will take corrective action. Such action may include discipline up to and including dismissal. (Note: Any person who has harassed another or retaliated against another may also be subject to civil or criminal liability under state or federal law.)

An employee who knowingly files a false complaint of discrimination and/or harassment shall be subject to disciplinary action up to and including dismissal. However, employees who have acted in good faith and on reasonable grounds to believe that discrimination and/or harassment has occurred shall not be subject to discipline.

Any employee or applicant who believes she or he has been subjected to harassment, retaliation, and/or discrimination on the basis of race, color, sex, national origin, religion, age, disability, marital status, or genetic information may file a complaint through the Department's internal complaint procedure of the alleged incident or the most recent incident if the unlawful violation has been a continuing action. Internal complaints must be filed within 365 days. Complaints filed with the Department must be filed with the appropriate intake officer in the Employee Relations Section, Office of Human Resources in Central Office, at (850) 717-3200. Employees and applicants may also file a complaint with the Florida Commission on Human Relations at (800) 342-8170 within 365 days or the Equal Employment Opportunity Commission at (800) 669-4000, within 300 days.


Julie L. Jones
Secretary

1/6/15
Date


Elizabeth M. Wilkerson
Equal Employment Opportunity Officer

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge receipt of the Department's Equal Opportunity Employment and Anti-Harassment Policy. I accept my responsibility to read and understand this policy.

Employee Name: _____
(Please print)

_____ Date

Employee Signature