

AFFIRMATIVE ACTION EQUAL OPPORTUNITY POLICY

Policy Number: BP # 119
Effective Date: February 1, 2017.
Application: Applies to all employees, volunteers, and contractors of the Eastern Washington State Historical Society (EWSHS)
Approved By: EWSHS Board of Trustees.
History: This policy replaces HR #101.

Purpose - Define the agency's affirmative action and equal opportunity policy.

Definitions

Affirmative Action - Affirmative action refers to the tools and programs designed to ensure equal opportunity and to increase active good faith efforts to attract, develop, and retain a diverse workforce.

Equal employment opportunity - Equal employment opportunity is the effort to provide an equal work experience, free from discrimination, for all people. Often the phrase equal opportunity is associated with recruitment and selection efforts, however, the phrase and concept also applies in all other areas of employment including career growth and development opportunities, compensation and classification, corrective and disciplinary actions, and in business dealings with external agencies, organizations, and contractual relationships.

Affirmative Action Plan - An affirmative action plan is a systematic approach to identifying areas of the agency's workforce in which representation of affected group members is not reflective of the group's availability for work. In such cases, the **EWSHS** will establish affirmative action goals and increase efforts to implement results-oriented activities to ensure equal employment opportunity.

Process for reporting suspected discrimination

Employees who feel discriminated against or witness acts that violate this policy should refer to the complaint procedure described in the agency's Anti-Discrimination Policy.

Process for reporting suspected sexual harassment

Refer to the Sexual Harassment Policy.

Process for reasonable accommodation of persons with disabilities

Refer to the Reasonable Accommodation Policy.

Other terms and definitions

Definitions can be found in Chapter 357-01 of the Washington Administrative Codes (WAC's).

Primary roles and responsibilities for Affirmative Action and Equal Employment Opportunity within the EWSHS

Role	Responsibilities
Employee/ Volunteer/ Contractor	<ul style="list-style-type: none"> • Maintain a working environment free from all forms of discrimination. • Refrain from engaging in any form of racial, religious, or sexual harassment including jokes, slurs, and innuendos. Failure to do so may result in corrective and disciplinary action. • Comply with and promote this policy.
Other Persons	<ul style="list-style-type: none"> • Other persons having business with the EWSHS may report incidents of discrimination or sexual harassment by an employee, volunteer, or contractor of the EWSHS to the director of the EWSHS.
Supervisor/ Manager	<ul style="list-style-type: none"> • Ensure promotion and implementation of the principles of affirmative action and equal opportunity. Respond in appropriate and timely fashion to suspected or reported incidents of discrimination or harassment toward employees, volunteers or persons having business with the EWSHS in accordance with the EWSHS procedures and policies.
Director/ Deputy Director/or DES HR Consultant	<ul style="list-style-type: none"> • Overall development, communication, implementation, monitoring, and auditing of this policy. • Administer the agency's investigation and complaint procedure. • Report to the Governor's Affirmative Action Policy Committee and the Equal Employment Opportunity Commission. • Represent the agency in matters related to the review of the program. • Assist the agency director to ensure that managers are responsible and accountable for the success of the program in their area of responsibility.
Director	<ul style="list-style-type: none"> • Overall responsibility for implementation of the Affirmative Action and Equal Opportunity program.

WAC's that apply to this policy

357-25-025 (policy statement requirements)	357-25-030 (AA reporting requirements)
357-25-035 (purpose of AA plans & updates)	357-25-040 (what to include in AA plan)
357-25-045 (when to establish AA goals)	357-25-050 (how to determine AA goals)
357-25-055 (tools to increase diversity)	