


<p style="text-align: center;"><b>ARIZONA</b>  <b>Department of Emergency and Military Affairs</b>  <b>POLICY</b></p>	<p><b>POLICY LETTER NO. 20.02</b></p>	
	<p><b>DATE</b> 05 Aug 2021</p>	<p><b>OPR</b> DEMA-TAG</p>
<p><b>SUBJECT: Federal Technician Civilian Equal Employment Opportunity Complaint Processing Policy</b></p>	<p><b>ENSURE WIDEST DISSEMINATION (POLICY LETTER 10.01)</b></p>	
<p>1. <b>Applicability:</b> This policy applies to federal technician civilian personnel and applicants for federal positions.</p> <p>2. <b>Purpose:</b> The purpose of the civilian equal employment opportunity complaint process is to provide prompt, fair, and impartial processing and resolution of complaints of unlawful discrimination and harassment.</p> <p>3. <b>References:</b> Title VII of the Civil Rights Act of 1964, Federal Sector Equal Employment Opportunity, 29 CFR Part 1614; CNGBM 9601.01, National Guard Discrimination Complaint Process (25 Apr 17); CNGBI 9601.01, National Guard Discrimination Complaint System (27 Sep 2015).</p> <p>4. <b>Policy:</b>  Arizona Department of Emergency and Military Affairs (DEMA) is committed to an environment free of unlawful discrimination, harassment, and retaliation. While definitions of prohibited conduct are not all inclusive, to ensure a clear understanding of what constitutes discrimination, harassment, and retaliation, descriptions are outlined as follows:</p> <ul style="list-style-type: none"> <li>a. <b>Discrimination</b> based on a protected status is unlawful and includes considering an individual's race, color, religion, sex, age, national origin, genetic information or disability as a basis of employment decisions or to affect terms and conditions of employment.</li> <li>b. <b>Harassment</b> based on a protected status includes unwelcomed and unsolicited conduct which is predicated upon the individual's race, color, religion, national origin, sex, age, disability, or genetic information when 1) such conduct affects a term or condition of employment; 2) submission to or rejection of such conduct is used as a basis for an employment decision; or 3) the conduct has the purpose or effect of substantially interfering with performance and creates a hostile, intimidating or otherwise offensive work environment.</li> <li>c. <b>Retaliation</b> includes an act of harassment, taking or threatening to take adverse action or withholding favorable personnel action against an individual, who in good faith, engaged in protected equal opportunity activity or communication.</li> </ul> <p>5. <b>Request for Assistance:</b> An individual who believes they have been subjected to discrimination, harassment, and/or retaliation must engage in the pre-complaint process prior to filing a formal complaint. To begin the pre-complaint process, the individual must contact an Equal Employment Opportunity (EEO) Counselor or the JFHQ State Office of Equity, Diversity &amp; Inclusion (EDI) within 45 days from the day of the alleged offense. The EEO Counselor and/or EDI Office will provide information and guidance regarding rights and responsibilities, alternative dispute resolution, and the complaint process.</p> <p>6. <b>Administration:</b> Point of contact for this policy is the JFHQ State Office of Equity, Diversity &amp; Inclusion, (602) 629-4836/DSN 853-4836. This policy will be posted on all unit and workplace bulletin boards.</p> <div style="text-align: right; margin-top: 20px;">   KERRY L. MUEHLENBECK  Major General, AZNG  The Adjutant General </div>		

This policy supersedes previous Policy Letter 20.02, dated 15 Oct 2014.