

State of Arizona NON-DISCRIMINATION POLICY

The Department of Emergency and Military Affairs is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunity and prohibits discriminatory practices, including harassment. Therefore, the Department of Emergency and Military Affairs commits itself to the following non-discrimination policy.

Equal Opportunity

It is the policy of the Department of Emergency and Military Affairs to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, age, disability, national origin, or any other characteristic protected by law. The Department of Emergency and Military Affairs prohibits any such discrimination or harassment.

Retaliation Is Prohibited

The Department of Emergency and Military Affairs encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the Department of Emergency and Military Affairs to investigate such reports. The Department of Emergency and Military Affairs prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Definitions of Harassment

Harassment on the basis of any protected characteristic is strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or,
- Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender.

Sexually harassing conduct includes, but is not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Individuals and Conduct Covered

This policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the Department of Emergency and Military Affairs such as an outside vendor, consultant or customer.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting such as outside business trips, business meetings and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

The Department of Emergency and Military Affairs encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, manager, agency human resources or employee relations staff.

In addition, the Department of Emergency and Military Affairs encourages individuals who believe they are being subjected to such conduct promptly to advise the offender that his or her behavior is unwelcome and request that it be discontinued. The Department of Emergency and Military Affairs recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures.

Complaint Procedures

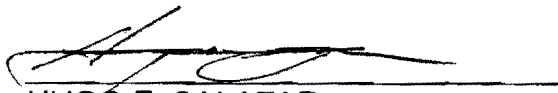
Complaint procedures are explained in full detail in chapter 15 of DEMA Directive 20.1. DEMA directives are available from the DEMA State Human Resources Office or at <http://www.azdema.gov/sa/publications/directives/index.html>. The agency grievance form is available in the DEMA State Human Resources Office or at <http://www.azdema.gov/sa/forms/index.html>.

Conclusion

- The State of Arizona has developed this policy to ensure that all its employees can work in an environment free from harassment, discrimination and retaliation.
- The Department of Emergency and Military Affairs will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint of violation of such policies will be investigated and resolved appropriately.
- The Department of Emergency and Military Affairs will post the Equal Opportunity Policy Statement throughout departmental facilities. This policy is accessible to employees at www.azdema.gov and on the EEOC bulletin board in the Papago Park Headquarters Building.
- All employment announcements shall include the phrase:

"AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY"

As Director of the Department of Emergency and Military Affairs, I am committed to the principles of Equal Employment Opportunity. To ensure the dissemination and implementation of the Equal Opportunity Policy throughout all levels of the Department, Danielle Salomon shall serve as the Equal Opportunity Administrator for State employees of the Department of Emergency and Military Affairs.


HUGO E. SALAZAR
Major General, AZ ARNG
Director

17 Feb 11
Date

Any employee who has any questions or concerns about these policies should talk with Agency Personnel, Human Resources, or Employee Relations staff, the Governor's Office of Equal Opportunity, <http://azgovernor.gov/eop/index.asp> or 602-542-3711.