

Arizona Department of Corrections

1601 WEST JEFFERSON
PHOENIX, ARIZONA 85007
(602) 542-5497
www.azcorrections.gov



JANICE K. BREWER
GOVERNOR

CHARLES L. RYAN
DIRECTOR

NON-DISCRIMINATION POLICY 2014

The Arizona Department of Corrections 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 Arizona Department of Corrections commits itself to the attached Non-Discrimination policy.

- The Arizona Department of Corrections has developed this policy to ensure that all its employees in work in an environment free from harassment, discrimination and retaliation.
- The Arizona Department of Corrections will make every reasonable effort to ensure that all concerned are familiar with this policy and aware that any complaint of violation of such policies will be investigated and resolved appropriately.
- The Arizona Department of Corrections will post our Equal Opportunity Policy Statement on the Department's employee intranet site at <http://adcnet/>, and on the internet at <http://azcorrections.gov>, and the bulletin board in the Main Lobby in the Central Office building, located at, 1601 West Jefferson, Phoenix, AZ 85007, and in conspicuous and easily accessible places throughout the Arizona Department of Corrections facilities.
- All employment announcements shall include the phrase.

"Arizona State Government is an EOE / ADA Reasonable Accommodation Employer"

As Director of the Arizona Department of Corrections, 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, Colleen McManus shall serve as the Equal Opportunity Administrator for the Arizona Department of Corrections. Colleen McManus may be contacted at (602) 542-4987 or cmcmanus@azcorrections.gov.


Charles L. Ryan, Director

1.30.14
Date

Any employee who has any questions or concerns about this policy should talk with the Department's Equal Opportunity Coordinators, Eric Abt, (602) 542-3161, eabt@azcorrections.gov, or Danaille Redmon at (602) 542-3800, dredmon@azcorrections.gov, or the Governor's Office of Equal Opportunity, <http://azgovernor.gov/eop/index.asp>, 602-542-3711.

NON DISCRIMINATION POLICY 2014

Equal Opportunity

It is the policy of the Arizona Department of Corrections 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 Arizona Department of Corrections prohibits any such discrimination or harassment.

Retaliation is prohibited

The Arizona Department of Corrections encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the Arizona Department of Corrections to investigate such reports. The Arizona Department of Corrections 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 Arizona Department of Corrections, 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 Arizona Department of Corrections 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, Equal Opportunity Liaison, Equal Opportunity Coordinator, and Warden or Bureau Administrator.

In addition, the Arizona Department of Corrections encourages individuals who believe they are being subjected to such conduct, to promptly advise the offender that his/her behavior is unwelcome and request that it be discontinued. The Arizona Department of Corrections recognizes, however, that an individual may prefer to pursue the matter through the complaint process.

Complaint Procedures

If for any reason an individual does not wish to address the offender directly, the employee should promptly notify any of the following: his/her immediate Supervisor,

Manager, Equal Opportunity Liaison, Equal Opportunity Coordinator, Warden or Bureau Administrator. An individual reporting harassment, discrimination or retaliation should be aware that the Arizona Department of Corrections may decide it is necessary to take immediate corrective action to address the complaint.

Employees who wish to file a complaint may do so orally or in writing by using one of the following: Allegation of Discrimination/Title VII Complaint, Form 527-2; Information Report, Form 105-2 or memo and submit it to his/her Warden, Bureau Administrator, Equal Opportunity Liaison or the Equal Opportunity Coordinator. Employees may also use the employee grievance procedure, in accordance with Department Order No. 517, Employee Grievances, to file a grievance regarding employment discrimination. Recipients of employment discrimination complaints shall:

- Immediately forward the complaint to the Warden or Bureau Administrator and the Equal Opportunity Coordinator.

The Warden or Bureau Administrator in consultation with the Equal Opportunity Coordinator shall determine if the facts stated in the complaint warrant immediate intervention and further investigation. Should the complaint not be an Equal Opportunity matter, it shall be addressed using appropriate administrative measures.

The Warden or Bureau Administrator shall notify the complainant in writing advising them of the determination to conduct a fact finding or a fact finding is not required and the complaint will be addressed using appropriate administrative measures.

If a fact finding is required, the Warden or Bureau Administrator shall appoint an Equal Opportunity Liaison to conduct the fact finding. The fact finding shall be:

- Overseen by the Equal Opportunity Coordinator.
- Completed within ten workdays after the determination is made to conduct the fact finding.
- If additional time is needed, the approval shall be obtained through the Warden, Bureau Administrator or the Equal Opportunity Coordinator.
- All staff shall respond truthfully when interviewed during the fact finding.

Upon completion of the fact finding the Equal Opportunity Liaison shall forward all documentation to the Warden or Bureau Administrator and the Equal Opportunity Coordinator.

The Equal Opportunity Coordinator shall determine if the fact finding provided sufficient information for making an accurate assessment of the facts to determine whether the complaint constitutes a violation of Title VII of the Civil Rights Act of 1964, as amended; and make recommendations to the Warden or Bureau Administrator to address the complaint using appropriate administrative measures or recommend the use of

Department Order No. 601, Administrative Investigations and Employee Discipline. The Warden or Bureau Administrator shall:

- Within ten workdays of the completion of the fact finding, notify the complainant advising him/her of the results of fact finding and forward a copy to the Equal Opportunity Coordinator.
- Provide written notification to the Equal Opportunity Coordinator of the administrative actions taken to address the complaint.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with appropriate investigation and corrective action. Depending on the nature of the complaint, it may not be possible to preserve confidentiality.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to investigation and disciplinary action if warranted.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately and include but be not limited to; reassignment or transfer, additional training, and disciplinary action such as a reprimand, suspension without pay or termination.

Employees may also contact the Governor's Office of Equal Opportunity, the Arizona Attorney General's Civil Rights Division, and the Federal Equal Employment Opportunity Commission.

False complaints of harassment, discrimination or retaliation as opposed to complaints that, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Conclusion

The Arizona Department of Corrections has developed this policy to ensure that all of its employees can work in an environment free from harassment, discrimination and retaliation.

The Arizona Department of Corrections 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 Arizona Department of Corrections will post this Non-Discrimination Policy Statement in conspicuous and easily accessible places to include but not limited to; bulletin boards, briefing rooms, conference rooms, meeting rooms, and briefing books, throughout the following Arizona Department of Corrections;

Central Offices in Phoenix

1601 West Jefferson Rd.
Phoenix, AZ 85007
(602) 542-5497

1645 West Jefferson Rd.
Phoenix, AZ 85007
(602) 542-5497

Human Resource and Recruitment
Office
1831 West Jefferson Rd.
Phoenix, AZ 85007
(602) 771-2100

ADC Training Academy

Correctional Officers Training
Academy
5601 West Trails End Rd.
Tucson, AZ 85745
(520) 623-5832

ADC Prison Complexes

Douglas
6911 North BDI Blvd.
Douglas, AZ 85607
(520) 364-7521

Eyman
4374 East Butte Avenue
Florence, AZ 85132
(520) 868-0201

Florence
1305 East Butte Ave.
Florence, AZ 85132
(520) 868-4011

Lewis
26700 South Highway 85
Buckeye, AZ 85326
(623) 386-6160

Perryville
2105 North Citrus Road
Goodyear, AZ 85395
(623) 853-0304

Phoenix
2500 East Van Buren St.
Phoenix, AZ 85008
(602) 685-3100

Safford
896 South Cook Rd.
Safford, AZ 85546
(928) 428-4698

Tucson
10,000 South Wilmot Rd.
Tucson, AZ 85734
(520) 574-0024

Winslow
2100 South Highway 87
Winslow, AZ 86047
(928) 289-2951

Yuma
7125 East Juan Sanchez Blvd.
San Luis, AZ 85349
(928) 627-8871

Community Corrections

Central Regional Parole Office
801 South 16th Street, Suite 1
Phoenix, AZ 85034
(602) 771-5515

Mesa Regional Parole Office
460 North Mesa Drive, #211
Mesa, AZ 85210
(480) 464-1712

Tucson Regional Parole Office
at SRCCC
1275 West Starr Pass Blvd
Tucson, AZ 85713
(520) 884-8541

Pinal Regional Parole Office
ASPC-Florence
1308 East Butte Avenue
Florence, AZ 85132
(520) 868-9650

Safford Parole Office
ASPC-Safford
860 Cook Road
Safford, AZ 85546
(928) 428-4698

Yuma Parole Office
ASPC-Yuma
7125 E. Juan Sanchez Blvd.
Yuma, AZ 85349
(928) 627-6826

Cochise Regional Parole Office
ASPC-Douglas
6911 N. BDI Blvd.
Douglas, AZ 85607
(520) 805-5993

Snowflake Parole Office
235 S. Main St.
Snowflake, AZ 85937
(928) 536-7858

Prescott Valley Parole Office
3001 North Main Street, Ste 2C
Prescott Valley, AZ 86314
(928) 277-2785

Flagstaff Parole Office
232 N. San Francisco St., Ste 101
Flagstaff, AZ 86001
(928) 214-3461

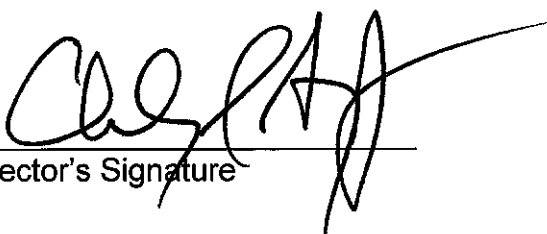
Kingman Parole Office
1865 Airfield Avenue
Kingman, AZ 86401
(928) 718-2030

And on the Department's intranet site at <http://adcnet/>, and on the internet at <http://azcorrections.gov>.

- All employment announcements shall include the Phrase:

"Arizona State Government is an EOE / ADA Reasonable Accommodation Employer"

As Director of the Arizona Department of Corrections, I am committed to the principles of Equal Employment Opportunity. To ensure the dissemination and implementation of this Non-Discrimination Policy throughout all levels of the Department, Colleen McManus shall serve as the Equal Opportunity Administrator for the Arizona Department of Corrections. Colleen McManus can be contacted at 602-542-4987 or cmcmanus@azcorrections.gov


Director's Signature

1.30.14
Date