



**Office of Human Resources  
Standard Operating Procedure  
HR SOP #504**

**Subject:** Equal Employment Opportunity

**Effective Date:** September 1, 2020

**Policy Statement:**

The Department of Natural Resources is committed to providing equal employment opportunity for all individuals and to fair and non-discriminatory treatment throughout the employment process. The Department does not consider any legally-protected status in its employment actions (including but not limited to hiring, rehiring, retention, promotion, and/or the provision of benefits). The Department of Natural Resources will not tolerate harassment, discrimination or retaliation against any employee based upon legally-protected status.

**Definitions:**

**Disability:** a physical or mental impairment that substantially limits one or more of an individual's major life activities.

**Discrimination:** unequal treatment of an otherwise qualified applicant or employee in hiring, promotion, discharge, or terms and conditions of employment when the decision is based on an individual's race, color, creed, national origin, ancestry, citizenship, religion, political opinions or affiliations, age, disability, genetic information, sex, pregnancy, childbirth or related conditions, military or veteran status, or other status protected by federal or state law or regulation.

**Retaliation:** an act or omission intended to, or having the reasonably foreseeable effect of, punishing or otherwise impacting an individual for submitting (or assisting with submitting) a complaint or reporting discrimination or harassment, for participating in a discrimination or harassment investigation or proceeding, or for otherwise opposing discrimination or harassment.

**Procedure:**

It is the Department's requirement that all personnel whose responsibilities include recruitment, hiring and selection, compensation, retention, promotion, training and development opportunities, work assignments, performance management, discipline, reduction in force or discharge will regularly assure that equal employment opportunities are being afforded.

**Employment:**

The Department of Natural Resources is committed to hiring, promoting, and retaining the best qualified persons for all positions. The Department will select employees according to the requirements of the job. Selection will be based on the ability of the individual to perform the

essential functions of a job. Employment decisions will be free from consideration based on race, color, creed, national origin, ancestry, citizenship, religion, political opinions or affiliations, age, disability, genetic information, gender, pregnancy, childbirth or related conditions, military or veteran status, sexual harassment, retaliation or other status protected by federal, or state law or regulation.

Requests for accommodation based on an individual's religion or disability should be forwarded to the Human Resources Director for consideration.

Employment advertisements and recruitment information shall contain assurances of equal employment opportunity and shall comply with federal and state laws regarding discrimination.

Promotions of employees will be on the basis of qualifications and work record.

The Department is committed to equal employment opportunity in all personnel actions and seeks to provide a harmonious and respectful work environment for all employees.

## Complaints:

### Reporting:

Employees who feel they have been discriminated against and prefer that the issue be addressed at the division level may contact their manager, Division Human Resources Representative or Division Director.

Employees whose complaints are not addressed or prefer to contact another party regarding alleged discrimination should contact the Human Resources Director to report their complaints. See Employee Human Resources Standard Operating Procedure HR303, Complaint Resolution for information regarding the complaint process.

### Supervisor/Manager obligations:

Supervisor/Managers who are aware of discriminatory behavior must;

- Notify their supervisor.
- Take corrective action immediately to stop the behavior.
- Ensure no retaliation against the employee with the complaint.

Failure to take corrective action will make the supervisor/manager subject to disciplinary action.

The manager of any location that receives a complaint from an outside agency, such as the Equal Opportunity Employment Commission or the Georgia Committee on Equal Opportunity, or from an outside individual, will notify the Human Resources Director immediately.

The Department will not tolerate retaliation and is committed to creating a work environment where no employee is discouraged from submitting a complaint or a report of discrimination. It is a violation of law to retaliate against an employee who files or assists a discrimination complaint, or participates as a witness.

## Investigations:

Employees are required to cooperate in discrimination complaint investigations.

When notified of a discrimination complaint, all individuals with pertinent records, regardless of the format (electronic or non-electronic), should take immediate steps to preserve the information.

## **Attachments:**

None