

DMA Policy: 3-0620

Name: EEO, Nondiscrimination and Harassment Prevention Policy Addendum

Reference: Governor's Executive Order #41-2016

Approval Signature: _____

Effective Date: June 6, 2016



The Montana Department of Military Affairs (DMA) is committed to equal opportunity, nondiscrimination and harassment prevention in all aspects of employment and in programs, services, and activities offered to members of the public in accordance with the Governor's Order #04-2016.

The DMA promotes consistency with internal policies and procedures and does not tolerate discrimination or harassment based on an individual's race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, sexual orientation, gender identity or expression, political beliefs, genetic information, military service or veteran's status, culture, social origin or condition, or ancestry. Likewise, management may not tolerate discrimination or harassment because of a person's marriage to or association with individuals in one of the previously mentioned protected classes. The DMA is committed to resolving discrimination and harassment complaints in a fair and timely manner.

Harassment: Including sexual harassment, consists of, but is not limited to, verbal, written, or electronic communications (for example, voice mails, e-mails, text messages, or other social networking tools) in the form of repeated and unwelcomed jokes, slurs, comments, visual images, or innuendos based on a protected class. Even mutually agreeable behavior, or behavior accepted between two or more people, can be offensive to others; for this reason it is prohibited in the workplace.

DIRECTIVES

General Requirements

- All DMA Division Administrators/Program Directors, supervisors, managers, and employees will make every reasonable effort to ensure that employees, contractors and members of the public are not subject to discrimination or harassment within the context of the delivery of DMA services or programs.
- DMA facilities/programs will prominently display the Department's EEO Policy Statement Poster. The Department's Discrimination Complaint form must be available and provided on request and individuals who wish to file a request should be encouraged, but not required to file a written complaint.
- EEO, Nondiscrimination and Harassment Prevention Training is required for all DMA employees. This training should take place for new employees as soon as available and prior to the completion of the six-month probationary period.
- The immediate supervisor will notify the new employee of this requirement during the new employee orientation. Current DMA employees are required to attend refresher training for EEO, Nondiscrimination and Harassment Prevention every two years.

Human Resource assignments and responsibilities

The DMA HR Officer serves as the Department's Americans with Disabilities Act (ADA) coordinator to assist all facilities and programs with ADA compliance and serves as the