

Equal Employment Opportunity (EEO) Policy

The Department of Public Safety is an Equal Employment Opportunity Employer; therefore, we are committed to provide all current employees and applicants with equal employment opportunities without discrimination or harassment based on race, religion, color, national origin, sex, age, disability, genetic information, or political affiliation in the terms and conditions of employment.

In doing so, the Department of Public Safety is in compliance with the following as amended:

- A. Title VII of Civil Rights Acts of 1964;
- B. Federal Executive Order 11246;
- C. Equal Pay Act of 1963;
- D. Age Discrimination in Employment Act of 1967;
- E. Title V of the Rehabilitation Act of 1973;
- F. Veterans Preference Act;
- G. Governor's Executive Order #55;
- H. Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA)
- I. Senate Bill 886: Merit Based Hiring;
- J. House Bill 834; State Human Resources Act of 2013;
- K. Lilly Ledbetter Fair Pay Act of 2009; and
- L. Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA).

The Department of Public Safety's Equal Employment Opportunity program is intended to create a diverse workforce climate that is responsive to and respectful of fairness and equity for applicants and employees, in compliance with State and Federal guidelines.

In the furtherance of this policy, the Department of Public Safety will:

- M. Prohibit retaliation against an employee for protesting (objecting to or supporting another person's objection to) unlawful discrimination or harassment based on race, religion, color, national origin, sex, age, disability, genetic information, or political affiliation in the terms and conditions of employment.
- N. Assure that all the employment practices of the Department of Public Safety will be administered without regard to race, religion, color, national origin, sex, age, disability, genetic information, or political affiliation. These practices shall include, but are not limited to:
 - 1. recruitment, including advertising, or soliciting for employment;
 - 2. selection, hiring and placement;
 - 3. treatment during employment including compensation, promotion and reallocation;
 - 4. evaluation of work performance;
 - 5. administration of all forms of pay and other compensation;
 - 6. selection for training, including trainee, interim and apprenticeship opportunities;
 - 7. other career development opportunities, and

8. transfer, separation, demotion, termination and/or reduction-in-force.
- O. Assure the Department of Public Safety provides reasonable accommodations for applicants and/or employees with disabilities when doing so will enable them to successfully perform the essential job functions or enhance job performance such as benefiting from training.
- P. Discourage and prevent harassment. Harassment includes unwelcome or unsolicited speech or conduct based on race, religion, color, national origin, sex, age, disability, or genetic information which creates a hostile work environment or constitutes quid pro quo sexual harassment. Supervisors are held to a higher liability standard for conduct constituting illegal harassment or discrimination of subordinate level personnel. Therefore, it is imperative that supervisory level personnel carefully manage all interpersonal relationships with subordinate personnel, at the work site and away from work.
- Q. Understand and value diversity within the Department of Public Safety. The Department desires for all employees to work in an environment that is reasonably culturally sensitive and one that enhances work performance. Therefore, employees are encouraged to promptly and politely advise an offending co-worker (or the co-worker's manager) when exposed to speech, conduct or any matter that is personally offensive so that the situation may be resolved as quickly and amicably as possible.
- R. Require departmental employees to immediately report conduct which they reasonably believe constitutes unlawful workplace harassment, thereby implementing the Duty to Report. The failure of an employee to report conduct that reasonably appears to violate EEO policy negatively impacts the Department's ability to identify and eliminate harassment.
- S. Ensure greater utilization of all persons by identifying the underutilized groups in the workforce and making special efforts to increase their participation in recruitment, selection, training and development, upward mobility programs and any other term, condition, or privilege of employment.
- T. Delegate the responsibility of the actual development, monitoring and evaluation of the Equal Employment Opportunity plan and program to the EEO Director. However, responsibility for the implementation of and compliance with this plan and program shall be shared by the Secretary, Deputy Secretary, Commissioners, Deputy Commissioners, Section Directors, and all managers and supervisors.

The Secretary, Chief Operating Officer, Commissioners, Deputy Commissioners, Section Directors, managers and supervisors of the Department of Public Safety concur on the need for this policy, are accountable for its implementation, and are committed to a diverse workforce.

Adopted March 1, 2015

A handwritten signature in black ink, appearing to read "Frank L. Perry", written over a horizontal line.

Frank L. Perry, Secretary

North Carolina Department of Public Safety