



COMMONWEALTH of VIRGINIA

HAROLD W. CLARKE
DIRECTOR

Department of Corrections

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EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the duty of the Department of Corrections to be in compliance with Governor Robert F. McDonnell's Executive Order Number Six and Executive Directive Number One. These Executive mandates assure all State employees and applicants for State employment of the right to be treated fairly and equally and to work in an environment free of discrimination and harassment.

Employment decisions covered by Executive Order Number Six and Executive Directive Number One include, but are not limited to the following: hiring, transfer, regular or overtime compensation, layoff or return from layoff, demotion, termination, and training.

The Department shall make all employment decisions based on one's merits and qualifications and specifically prohibits discrimination on the basis of race, sex, color, national origin, religion, retaliation, age, political affiliation, genetics, veteran status, and persons with disabilities, except when age or sex is a bona fide occupational qualification. Furthermore, the Department will not permit the lowering of job requirements, performance standards, or qualifications, which would give preference to any employee or applicant for employment.

In keeping with the principles of Executive Order Number Six and Executive Directive Number One, the Department's Unit Heads, managers and supervisors shall adhere to positive affirmative action measures and the Department is committed to providing training consistent with these principles. These measures include the recruitment of qualified minorities, women, persons with disabilities and older persons to serve at all levels within the Department. It is the responsibility of these managers and supervisors to maintain a non-hostile, bias free working environment and to ensure that employees are free from harassment of any kind. Managers and supervisors shall be observant and attentive in the workplace to ensure that sexual harassment does not exist.

If an employee or applicant for employment believes that the Executive Order Number Six and/or Executive Directive Number One have been violated, he or she needs to bring their complaint to the immediate attention of their supervisor, Human Resource Officer, Unit Head, Department's Human Resources or other agencies listed in Department Procedure 101.2 (formerly 5-2), which provides specific guidelines for the filing of complaints. The matter will be investigated and any employee found in violation of this Equal Employment Opportunity statement, the Governor's

Executive Order Number Six and/or Executive Directive Number One shall be subject to appropriate disciplinary action under the Standards of Conduct.


Harold W. Clarke, Director

11-30-10

Date


John M. Jabe, Deputy Director
Division of Operations


N. H. "Cookie" Scott, Deputy Director
Division of Administration


H. Paul Broughton, Deputy Director
Human Resources


James R. Camache, Deputy Director
Community Corrections


June Jennings, Inspector General


P. Michael Leininger, Manager
Communications Unit


H. Scott Richeson, Assistant Director
Reentry & Programs