



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 Terence R. McAuliffe's Executive Order Number One. This Executive mandate assures equal employment opportunity in all facets of state government.

Executive Order Number One prohibits discrimination in employment decisions on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, or against otherwise qualified persons with disabilities, except when age or sex is a bona fide occupational qualification. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans.

The Department shall make all employment decisions based on one's merits, qualifications, and performance. Furthermore, the Department will not permit the lowering of job requirements, performance standards, or qualifications, which would give preference to any state employee or applicant for state employment. In keeping with the principles of Executive Order Number One, the Department's Unit Heads, managers and supervisors shall take appropriate measures in the recruitment of qualified minorities, women, disabled persons and older persons to serve at all levels within the Department.

The Department shall make decisions regarding hiring, promotions, compensation, treatment, discipline, and termination consistent with state and federal laws regulating them. It is the responsibility of managers and supervisors to maintain a non-hostile, bias free working environment and to ensure that employees are free from unlawful harassment of any kind.

If an employee or applicant for employment believe that the Executive Order Number One have been violated, he or she should promptly bring their complaint to the immediate attention of their supervisor, Human Resource Officer, Unit Head, Department's Human Resources Office or other agencies listed in Operating Procedure 101.2, 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, or the Governor's Executive Number One shall be subject to appropriate disciplinary action under the Standards of Conduct. No state appointing authority, manager, or supervisor shall take retaliatory actions against persons making such allegations.

Continuing our endeavor to develop as a learning organization aligned with and reaping the benefits of a healing environment, it is incumbent on all staff to capitalize on their commitment and demonstration of the Department's values and mission to support positive impact on communications and collaboration building for staff and stakeholder alike.



Harold W. Clarke, Director

1-29-16

Date



A. David Robinson, Chief
of Corrections Operations



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