



COMMONWEALTH of VIRGINIA

HAROLD W. CLARKE
DIRECTOR

Department of Corrections

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January 10, 2019

Equal Employment Opportunity Statement

It is the duty of the Department of Corrections to be in compliance with Governor Ralph Northam's Executive Order Number One. This Executive mandate assures equal employment opportunity in all facets of state government. The foundational tenet of this Executive Order is premised upon a steadfast commitment to foster a culture of inclusion, diversity, and mutual respect for all Virginians.

Executive Order Number One specifically prohibits discrimination on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity or expression, age, political affiliation, or against otherwise qualified persons with disabilities. 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 to emphasize the recruitment of qualified minorities, women, disabled persons, and older Virginians 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 employees or applicants for employment believe that the Executive Order Number One has been violated, they 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 DOC Operating Procedure 145.3, Equal Employment Opportunity, which provides specific guidelines for the reporting of complaints. The matter will be investigated and any employee found in violation of this Equal Employment Opportunity Statement, or the Governor's Executive Order 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, or persons otherwise involved in the 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 demonstrate their commitment to the Department's values and mission and contribute to a safe, respectful, and ethical work environment that promotes positive growth for staff and offenders.

A handwritten signature in black ink that reads 'Harold W. Clarke'.

Harold W. Clarke
Director