

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: HR-2-5

Effective Date: July 1, 2005

Version: 1.0

**POLICY TITLE: EQUAL EMPLOYMENT OPPORTUNITY/
AFFIRMATIVE ACTION**

OVERVIEW: DCS will be fair and equitable in all its relations with employees and applicants for employment. All complaints of discrimination on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, or veteran status will be investigated. Any employee found to have discriminated against another employee or job applicant on the basis of any of the criteria listed above will be subject to disciplinary action, up to and including dismissal.

I. DEFINITIONS

- a. Equal Employment Opportunity: An employment environment posture in which all decisions are conducted in a manner that ensures equal treatment. Decisions are based solely on the individual's merit and fitness for the job without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, or veteran status.
- b. Affirmative Action: Specific action appropriate to overcome the effects of past or present practices, policies or other barriers to equal employment opportunity.
- c. Discrimination: Disparate treatment of a person or group, either intentional or unintentional, based on race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, or veteran status

II. REFERENCES

- a. [IC 4-15-12](#)
- b. [Title VII of the Civil Rights Act of 1964](#)
- c. [Equal Pay Act of 1963](#)
- d. [Age Discrimination in Employment Act of 1967](#)
- e. [Title I and Title V of the Americans with Disabilities Act of 1990](#)
- f. [Sections 501 and 505 of the Rehabilitation Act of 1973](#)
- g. [Civil Rights Act of 1991](#)
- h. [IC 2-2-5](#)
- i. [Governor's Policy Statement](#)

III. POLICY

- a. DCS will be fair and equitable in all its relations with its employees and job applicants without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, or veteran status, unless otherwise provided by law. This policy is applicable to the policies governing recruitment, placement, selection, promotion, training, transfer, rates of pay and all other terms and conditions of employment.
- b. DCS will fully cooperate in the implementation of all applicable laws and executive orders relating to AA/EEO.

- c. DCS will strive to maintain a working environment that is free of sexual harassment and intimidation.
- d. All complaints of discrimination on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, or veteran status will be investigated.
- e. Any employee found to have discriminated against another employee or job applicant on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, or veteran status will be subject to disciplinary action, up to and including dismissal.

IV. PROCEDURE

- a. Compliance with this policy is a personal responsibility of all employees, especially those whose duties are related to the hiring of new employees and the status or tenure of current employees.
- b. All concerns or questions regarding this policy and discrimination complaints should be directed to the [EEO/AA Coordinator](#).
- c. The AA/EEO Coordinator responsibilities include, but are not limited to:
 - i. Developing and implementing affirmative action program and policy statements;
 - ii. Ensuring that hiring, promotion and salary administration practices are fair and consistent with policy; and
 - iii. Identifying problem areas and establishing programs to aid in problem solving.
- d. Each **work unit manager** has the responsibility to provide equal opportunity for all his/her employees with regard to work assignments, training, transfers, advancements and other conditions or privileges of employment.
- e. DCS Central Office human resources will maintain the data necessary to monitor the affirmative action program, including, but not limited to information about applicant flow, employment offers, hiring, promotion, transfer, demotion, training program participation, termination, lay-off and recall.

V. FORMS AND OTHER DOCUMENTS

None

DATE: 06/08/05
James W. Payne, Director
Department of Child Services

A signed copy is on file.