



DEPARTMENT OF CORRECTIONS ADMINISTRATION



Title:	Diversity and Inclusion	DOC Policy: 10.1.8
Effective:	01/18/16	Supersedes: N/A
Applicability: All DOC employees		
Directives Cross Reference: DAS policy 50.010.02 DOC policy 20.6.1, Promotion and Maintenance of a Respectful Workplace		
Attachments: None		

I. PURPOSE

- A. It is the policy of the Department of Corrections to promote and implement diversity and inclusion practices in all areas of the work environment, with respect for and appreciation of the collective differences and similarities of individuals. Diversity and inclusion practices will be used to develop a balanced workforce, representative of a diverse makeup of characteristics, values, beliefs, experiences, and backgrounds.
- B. The purpose of this policy is to support and maintain a work environment sensitive to and respectful of the unique cultural attributes and histories of individuals, providing employees fair treatment and equal access to mentoring, opportunities, and resources.

II. DEFINITIONS

- A. **Criminal Justice Partners:** Employees of the Department of Justice, State Police, Oregon Corrections Enterprises, Department of Public Safety Standards and Training (DPSST), Oregon Youth Authority (OYA), Oregon Board of Parole and Post-Prison Supervision, Criminal Justice Commission, and community corrections agencies who have an integrated mission with the Department of Corrections.
- B. **Cultural Competency:** The integration and transformation of knowledge about individuals and groups of people into specific standards, policies, practices, and attitudes used to increase the quality of services, thereby producing better outcomes.
- C. **Discrimination:** Unlawful discrimination on the basis of race, color, religion, gender, sex, marital status, national origin, disability, age, union membership and activity, or any other factor that an employer is prohibited by law from considering when making employment decisions.
- D. **Diversity:** The range and variety of characteristics that define individuals including but not limited to gender, sex, race, nation of origin, age, physical and mental disability, veteran status, socio-economic status, religion, pregnancy, marital, or familial status, sexual orientation, and citizenship.

- E. Federal Protected Class: Race, color, national origin, sex (includes pregnancy-related conditions), religion, age (40 and older), physical or mental disability, genetic information, a person who uses leave covered by the Federal Family and Medical Leave Act, a person who uses military leave, a person who associates with a protected class, a person who opposes unlawful employment practices, files a complaint, or testifies about violations or possible violations, and any other protected class as defined by federal law (U.S. Equal Employment Opportunity Commission).
- F. Harassment: Unwelcomed, unwanted, or offensive conduct based on or because of an employee's protected class status.
 - 1. Harassment may occur between a manager/supervisor and a subordinate, between employees, or among non-employees who have business contact with employees.
 - 2. A complainant does not have to be the person harassed, but could be a person affected by the offensive conduct. Examples of harassing behavior include but are not limited to derogatory remarks, slurs, or jokes about a person's protected class status.
- G. Inclusion: A practice to ensure all identity groups have equal opportunity to access information and resources; become involved in work, training, and mentoring opportunities; and have the ability to influence decision-making processes.
- H. Non-Employee Service Provider: An individual who provides services or programs to the department and/or to inmates, but not as a paid employee of the department. Examples of non-employee service providers include contractors, volunteers, mentors, criminal justice partners, and government agency partners.
- I. State Protected Class (Oregon): All federally protected classes plus age (18 and older), injured worker, a person who uses leave covered by the Oregon Family Leave Act, marital status, sexual orientation, gender identity, leave to serve in state-organized militia, expunged juvenile record, domestic violence victim status, and any other protected class as defined by state law (Oregon Bureau of Labor and Industry).

III. POLICY

- A. The department shall continually strive to create and maintain a diverse workforce. Employees shall be inclusive in their actions with other employees, non-employee service providers, criminal justice partners, volunteers, inmates, offenders, and the general public.
 - 1. All department policies related to recruitment, training, mentoring, promoting, attendance tracking, professional guidance, business practices, and performance management will be designed to promote cultural competency, inclusion, equal opportunity, and protection against discrimination and harassment for all applicants and employees.
 - 2. All employees, non-employee service providers, criminal justice partners, volunteers, inmates, offenders, and the general public will be treated fairly in an environment free from any form of discrimination and harassment with regard to federal or state protected classes. Failure by employees to follow this policy may

result in appropriate disciplinary action, as outlined in the policy on **Promotion and Maintenance of a Respectful Workplace** (20.6.1).

3. In order to achieve diversity and inclusion, the department will establish a Diversity and Inclusion Advisory Council. This council will track, monitor, and support the mission of diversity and inclusion for the agency. The Advisory Council will create and maintain meeting procedures and bylaws. They will oversee and support local level site committees.
4. In order to achieve diversity and inclusion at the local level, each worksite will establish and maintain a diversity and inclusion site committee to assist in carrying out this policy.

B. This policy will be reviewed on an annual basis.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: _____ signature on file
Birdie Worley, Rules Coordinator

Approved: _____ signature on file
Elizabeth Craig, Administrator