



KATE BROWN
Governor

January 19, 2018

Katy Coba
Director, Department of Administrative Services, and Chief Operating Officer
155 Cottage Street NE
Salem, OR 97301

Dear Director Coba:

As you know, I expect the State of Oregon and its agencies, as well as boards and commissions, to be committed to providing a work environment free from discrimination and harassment. Existing state policies prohibit discrimination and harassment in the workplace, encourage individuals to report such conduct, and outline investigatory procedures and consequences for violations. As we have discussed recently, there is always more that we can do to ensure these policies are being implemented properly and consistently across the state enterprise.

Going forward, Oregon's agencies, as well as boards and commissions, should take additional steps to ensure that state workplaces are free from harassment and discrimination; that all state employees receive appropriate training and feel safe to report prohibited conduct; that investigations are conducted in a timely, respectful, and fair manner; and that workplace harassment and discrimination is not tolerated in our state.

As Governor, I would like you, as the State's Chief Operating Officer, and your team at the Department of Administrative Services (DAS) to work in cooperation with the Enterprise Leadership Team to take the following actions:

- Immediately remind all agency employees and board and commission members of existing state policies governing discrimination and harassment in the workplace—specifically, DAS Policy 50.010.01 (Discrimination and Harassment Free Workplace), and DAS Policy No. 50.010.03 (Maintaining a Professional Workplace).
- Develop guidelines and protocols that agencies can use when investigating and handling harassment and discrimination complaints. Those guidelines and protocols should incorporate best practices. Ensure that those guidelines outline the variety of options employees have if they do not feel comfortable filing a complaint with their supervisor or within their agency.



Katy Coba
January 19, 2018
Page 2

- Require all agency employees and board/commission members to complete harassment and discrimination training. I understand we have done this for new hires and appointments for some time, but I want to ensure that existing employees have also received training. I also want to ensure that certain categories of employees, particularly managers, receive periodic training throughout their time in state service.
- Develop a system for tracking that each agency employee and board/commission member receives notice of state workplace discrimination and harassment policies, and that each of those individuals has completed required harassment and discrimination trainings.

I would like to have these actions in place as soon as possible; please report back to me by May 1, 2018, regarding the progress we have made. These actions are vital to ensuring that Oregon's state government is a welcoming and safe place for all of our employees and the citizens we serve. Thank you for making this request a priority, and for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Kate Brown", with a long horizontal flourish extending to the right.

Governor Kate Brown

DB:smg

cc: Enterprise Leadership Team agency directors