

---

# Director's Policy

Number: DP-01-R7

Effective Date: 05/26/10

Supersedes: DP-01-R6 (07/14/2006)

*TITLE* Equal Employment Opportunity

---

*POLICY*

The California Department of Transportation (Department) uses merit and excellence of qualifications as the basic principles guiding the Department's Equal Employment Opportunity (EEO) efforts in regard to employee recruitment, hiring, retention, training, transfers, promotions and related public and private sector business activities.

The Department strives to maintain a diverse workforce. To provide EEO to all applicants, employees, clients, and customers, without regard to race, sex, color, religion, national or ethnic origin, age, political affiliation, ancestry, marital status, sexual orientation, disability or medical condition, the Department has a "Zero Tolerance" policy for discrimination or harassment. Retaliation against Department employees, applicants, vendors, contractors, special service employees, or an employee of another state department or agency who engages in any good faith EEO action constitutes a violation of this policy.

*INTENDED RESULTS*

The Department's EEO policy has been developed to ensure a work environment free from all forms of discrimination and harassment for its diversified work force. The principles of EEO are applied in all employment decisions and business practices, unless such practices would violate State or federal laws and statutes, court orders, or result in a loss of federal funds.

*RESPONSIBILITIES*

Deputy Directors, District Directors, Chief/Deputy District Directors, Division Chiefs, Managers and Supervisors:

- Ensure the work environment is free from discrimination and harassment by ensuring that program objectives, standards and practices are in compliance with equal employment opportunity guidelines, to the extent allowed by law.

Deputy Director, Office of Business and Economic Opportunity:

- Ensures the Department's EEO program and plan are fully implemented and enforced in all departmental programs and business activities.

Deputy Director, Administration:

- Ensures that employment recruitment, hiring, retention, training, transfers, promotions and business activities are in compliance with EEO guidelines.

- Ensures active recruitment efforts of qualified applicants are broad and inclusive of all segments of the relevant work force.
- Ensures implementation of the Department's Reasonable Accommodation Program.

Chief, EEO Program:

- Prepares the Department's annual EEO Plan, which includes the Workforce Analysis, Upward Mobility and Persons with Disabilities Plan.
- Provides EEO technical assistance to managers and supervisors and ensures departmental employees receive comprehensive EEO awareness training.
- Provides oversight for the Department's informal and formal discrimination complaint processes.

Manager, Discrimination Complaint Investigations Unit:

- Ensures comprehensive, neutral and timely investigations of formal discrimination complaints and implements a uniform complaint intake process that is consistent with the Department's EEO Investigation Procedures Manual.

District and Headquarters EEO Managers, Officers, and Coordinators:

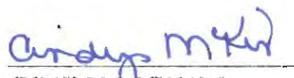
- Ensure the implementation and monitoring of District programs and that business activities comply with EEO guidelines and directives.
- Monitor and ensure that the work environment is free from discrimination and harassment.

Employees, Applicants and Business Partners:

- Ensure fellow employees, business partners, and the general public are treated with dignity and respect, in a work environment that is free from discrimination and harassment.
- Immediately report violations of this policy to a supervisor, manager in Discrimination Complaints and Investigations Unit.
- Cooperate fully in the investigation processes of a complaint.
- Participate in providing information to the Department and in discipline proceedings for violations of this policy.

*APPLICABILITY*

This policy applies to all departmental employees, applicants and business partners.

  
CINDY MCKIM  
Chief Deputy Director

  
Date Signed