RIDOT POLICY

DATE: **August 3, 2012**

REFERENCE: **Equal Employment Opportunity**

Section I: Purpose

The Rhode Island Department of Transportation (the Department) values a work environment that is free from discrimination, including harassment and sexual harassment of any kind; thus the Department is committed to Equal Employment Opportunity (EEO) for all persons, regardless of race, color, religion, sex, sexual orientation, gender identity or expression, disability, age, or national origin. In order to create a more effective and representative internal workforce, the Department encourages the hiring, training, and promotion of persons within protected classes to reflect more accurately the available workforce within Rhode Island. Successful implementation of the Department's EEO Program will benefit the agency through increased use and development of previously underutilized human resources.

Section II: Policy

It is the policy of the Department, functioning within the framework of federal and state laws, regulations, executive orders and guidance, to adhere to the principles of EEO for all persons, regardless of race, color, religion, sex, sexual orientation, gender identity or expression, disability, age, or national origin. The Department is committed to fair and equal treatment with respect to all employment practices, including the posting of job vacancies, recruiting, hiring, compensation, benefits, recognition (awards), lay-offs, transfers, promotions, demotions, work assignments, leaves, training, recall from lay-off, appointments, discipline and agency-sponsored programs. Moreover, the Department is committed to taking special affirmative action, including goals and timetables, to overcome the effects of past discrimination.

The Department's EEO Program is a critical goal-setting program with measurement and evaluation factors similar to other major agency programs. The intent of the EEO Program is to fulfill the Department's EEO and affirmative action commitments, and to achieve fair treatment and full utilization of all persons protected by law.

The Department implements the EEO Program by collecting and analyzing employment data, identifying problem areas, establishing goals and timetables, and developing programs to achieve EEO goals. Responsibility for implementation of the EEO Program is assigned to the Department's Title VI Coordinator, Melissa A. Long, Esq., and its Affirmative Action Officer, Jennifer S. Kelshaw, and shared by all management personnel in accordance with the tasks and responsibilities assigned under the EEO Program and the Department's Affirmative Action Plan. The Department will evaluate the performance of its managers and supervisors on the success of the EEO Program; managers and supervisors are accountable for their action or inaction in the EEO Program.

Applicants and employees wishing to file a complaint alleging employment discrimination, including harassment and/or sexual harassment, may do so by contacting the Department's Title

VI Coordinator and/or the Affirmative Action Officer at 2 Capitol Hill, Providence, Rhode Island 02903; (401) 222-3260, fax (401) 222-6168. All complaints, inquiries, and investigations shall be handled with fairness and objectivity, and, to the greatest extent possible, in a confidential manner.

Retaliation in any form by any Department employee against any person who complains about discrimination, or who assists in the investigation of such complaints, is prohibited.

As Director, I am personally committed to and support the effective implementation of the Department's EEO Policy and Program. I expect all personnel to carry out the affirmative actions necessary for the success of the Department's EEO Program.

Michael P. Lewis
Director