



<b>Policy Title:</b>	Affirmative Action Policy	
<b>Doc Ref Number:</b>	DTI-0034.05	
<b>Policy Type:</b>	Internal Only	<b>Page:</b> 1 of 2
<b>Synopsis:</b>	Guide behaviors to support and encourage a diversified workforce and compliance with Executive Order #10	
<b>Authority:</b>	Delaware Title 29, Chapter 90C, § 9002C. Establishment of the Department of Technology and Information.  A Department of Technology and Information is established to replace the Office of Information Services within the Executive Department, and shall have the powers, duties and functions vested in the Department by this chapter. (73 Del. Laws, c. 86, § 1; 74 Del. Laws, c. 128, § 11.)	
<b>Applicability:</b>	All organizational elements of the Department of Technology and Information, including but not limited to: <ul style="list-style-type: none"> <li>- DTI Employees</li> <li>- Any consolidated staff from other organizations</li> <li>- State Employees working within DTI</li> <li>- Contractors and private organizations providing products, services and/or support.</li> </ul>	
<b>Effective Date:</b>	March 1, 2006	
<b>POC for Change:</b>	Executive Director	

**POLICY**

**SCOPE:**

This policy applies to all employees of the Department of Technology and Information (DTI.)

**STATEMENT:**

DTI is firmly committed to providing equal employment opportunities in every aspect of our day-to-day operations regardless of race, color, religion, national origin, age, sex, mental or physical disability, marital status, sexual orientation, genetic information, gender identity or expression, veteran or military status, victims of domestic violence, sexual assault, and/or stalking, family responsibilities, and reproductive health decisions. DTI does not discriminate against any factor outlined above regardless of local or state regulations or laws. All employment decisions including, but not limited to employment, upgrading, demotion, transfer, recruitment, advertising, layoff, or termination, will be made without regard to these factors.

**PROVISIONS:**

All employees are expected to follow this policy in their day-to-day working relationships with prospective and current employees. Equal opportunity hiring standards are detailed in Executive Order #10 dated January 23, 2001. The complete Order can be viewed at [http://www.state.de.us/governor/orders/eo\\_10.htm](http://www.state.de.us/governor/orders/eo_10.htm).



STATE OF DELAWARE  
 DEPARTMENT OF TECHNOLOGY AND INFORMATION  
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Managers and supervisors are responsible for following the principles of affirmative action in their recruiting, hiring and promotion and termination practices and while conducting any business on behalf of DTI.

The Affirmative Action Compliance Group (DTI Human Resources) is responsible for preparing, monitoring and maintaining the annual Affirmative Action Plans.

**RESPONSIBILITY:**

The Affirmative Action Compliance Group (DTI Human Resources) is responsible for developing and revising this policy. The AACG is responsible for the coordination and facilitation of DTI’s Affirmative Action Program including all compliance review and compliance checks initiated by the U.S. Department of Labor Office of Federal Contract Compliance Programs (OFCCP). Questions regarding the administration of this policy should be referred to the AACG.

**PROCEDURES:**

Any inquiries, contacts or documents received from the U.S. Department of Labor’s OFCCP must be referred and faxed to the attention of the DTI Human Resources - Affirmative Action Compliance Group.

**DEFINITIONS**

No definitions applicable.

**DEVELOPMENT AND REVISION HISTORY**

- Initial version established October 1, 2002
- Revision 1 published November 17, 2004
- Revision 2 published March 1, 2006
- Revision 3 published March 20, 2007 & June 29, 2007.
- Revision 4 published 12/18/2013.
- Revision 5 dated 11/1/2016 (Logo & formatting)

**APPROVAL SIGNATURE BLOCK**

<p><b>On File</b></p> <p>James Collins</p>	
<p><b>Name &amp; Title:</b> Cabinet Secretary – State Chief Information Officer</p>	<p><b>Date:</b> January 22, 2009</p>

**LISTING OF APPENDICES**

None.