



Policy Title:	Equal Employment Opportunity	
Doc Ref Number:	DTI-0033.03	
Policy Type:	Internal Only	Page: 1 of 3
Synopsis:	To guide behaviors to prevent discrimination.	
Authority:	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.)	
Applicability:	All organizational elements of the Department of Technology and Information, including but not limited to: – DTI Employees – Any consolidated staff from other organizations – State Employees working within DTI – Contractors and private organizations providing products, services and/or support.	
Effective Date:	February 7, 2006	
POC for Change:	Executive Director	

POLICY

SCOPE:

This policy applies to all locations where employees work or represent the Department of Technology and Information (DTI.) This includes the workplace, customer and vendor premises and State sponsored events and activities.

STATEMENT:

DTI is committed to a workplace free from discrimination.

The policy of DTI is to provide equal employment opportunity (EEO) to all persons without regard to 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. This policy applies to all employment decisions for all applicants and employees, including decisions regarding hire, promotion, transfer and all other terms and conditions of employment. It is also the policy of DTI to take appropriate affirmative action that is consistent with and advances the principles of equal employment opportunity. (See DTI Affirmative Action Policy)

PROVISIONS:

Individuals who believe they have been subjected to, or are aware of, discrimination are encouraged to immediately bring their concerns to their supervisor and/or the DTI Human



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Resources group. If the employee is not comfortable with bringing the offending behavior to his/her supervisor or agency EEO/AA Representative concerns should be brought to the attention of Human Resource Management, Office of Management and Budget (HMR). Confidentiality will be maintained throughout any investigatory process to the extent feasible and consistent with DTI's need to investigate fully.

Applicants and employees also have the right to file complaints regarding any alleged violations of federal, state, or local EEO laws with the applicable governmental agency.

Managers must notify the DTI Human Resources Office whenever they become aware of any internal discrimination matters. This group is responsible for consulting with managers, conducting an investigation where appropriate and recommending corrective action when warranted in conjunction with Legal and/or Human Resource Management, Office of Management and Budget. Supervisors and other managers must consult the DTI HR when considering corrective action in a matter having EEO complications. This will ensure adherence to DTI/State standards and consistency in the application of discipline.

PROTECTION FROM RETALIATION:

DTI prohibits any form of retaliation against applicants or employees for filing a complaint, reporting alleged violations or for cooperating in a Company investigation. Retaliation alone can be cause for appropriate corrective action, including discharge.

RESPONSIBILITY:

All employees are expected to follow this policy in their day-to-day working relationships and in carrying out their responsibilities.

Supervisors are responsible for ensuring compliance with this policy and for providing a work environment free from any form of discrimination. Supervisors are also responsible for ensuring that all employees under their supervision are fully aware of this policy and the appropriate complaint procedures. Supervisors who have knowledge of conduct that violates Company policy and fail to take the proper disciplinary steps, or who otherwise condone such conduct, will themselves be subject to corrective action up to and including discharge.

PROCEDURE:

External Complaints - Complaints received from an external governmental agency must be faxed immediately to the attention of one of the DTI Human Resources managers.

Internal Complaints - Internal Complaints should be directed to the supervisor and/or the DTI Human Resources group. If the employee is not comfortable with bringing the offending behavior to his/her supervisor or the DTI HR Group, concerns should be brought to the attention of Human Resource Management, Office of Management and Budget (HMR).

DEFINITIONS

No definitions applicable.

DEVELOPMENT AND REVISION HISTORY

Initial version established October 1, 2002
Revision 1 established February 7, 2006
Revision 2 established July 16, 2007



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Revision 3 established 11/1/2016 (Logo & formatting)

APPROVAL SIGNATURE BLOCK

On File James Collins	
Name & Title: Cabinet Secretary – State Chief Information Officer	Date: January 22, 2009

LISTING OF APPENDICES

None.