

## Discrimination and Harassment Policy Statement

### General Conditions

It is the policy of the Texas Department of Transportation that all employees are entitled to a workplace free of discrimination and harassment based on race, color, religion, sex, national origin, genetic information, disability, military status, or age.

### Prohibited Behavior

Examples of unacceptable behavior under this policy include (but are not limited to):

- Discrimination in any employment practice (including, but not limited to recruitment, hiring, promotions, transfers, work assignments, terminations, compensation, benefits, and training);
- Offensive references to race, religion, age, sex, sexual orientation, disability, or other protected class;
- Exhibition of offensive pictures, diagrams, and cartoons; and/or
- Subjecting another employee to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

### Reporting Discrimination, Harassment, or Retaliation:

#### DISCRIMINATION OR HARASSMENT (NON-SEXUAL)

##### STEP 1

Report concern in writing to the appropriate supervisor within the chain of command (or HR representative) within 10 business days of most recent incident. If no resolution within 5 business days of written notification, go to next step.

##### STEP 2

Submit in writing to DE/DD (or if you have not already done so, an HR representative) within 5 business days if concern still unresolved from Step 1. If no response or not resolved within 10 business days of submission to DE/DD, go to next step.

##### STEP 3

File a formal complaint with Human Resources Ethics and EEO section (EEO@TxDOT.gov) using complaint form 1809A within 45 business days of most recent incident.

**Optional:** Collaborative Resolution Program (CRC) — If CRC utilized, all deadlines are suspended. To seek assistance through the CRC, please call (512) 486-5340 or e-mail HRD\_CRC@TxDOT.gov.

#### SEXUAL HARASSMENT OR RETALIATION

An employee may choose to do one of the following or both:

File a formal complaint directly with the Ethics and EEO section using the Complaint Form 1809A within 30 calendar days of most recent incident.

Report concern to the appropriate supervisor within the chain of command (or HR representative) within 30 calendar days of most recent incident (supervisor must report to Ethics and EEO Section).

**Please Note:** Employees who file complaints concerning discrimination and harassment, or participate in an inquiry, are protected from retaliation by state and federal laws as well as TxDOT policy.

### Inquiries

When appropriate, Human Resources Ethics and EEO Section (which may be contacted at EEO@TxDOT.gov) will conduct an inquiry concerning reported incidents of discrimination, harassment, and retaliation.

### Corrective Actions

Supervisors will take prompt action when they become aware of behavior or allegations that may be regarded as discrimination or harassment. Discrimination and harassment are forms of misconduct that constitute serious offenses and subject offenders to disciplinary action up to and including termination of employment.