

# OREGON DEPARTMENT OF ENERGY

## Internal Policies and Procedures



**Subject: Discrimination and Harassment Free  
Workplace Policy**  
**Policy Number: EMP-12**  
**Policy Owner: Human Resources Manager**  
**Effective Date: October 16, 2019**

**Approved: [SIGNATURE ON FILE]**  
**Janine Benner, Director**

### Applicability:

This policy applies to all employees, including temporary employees, board and commission members, volunteers, interns, contractors, and prospective employees of the Oregon Department of Energy.

### Purpose:

To administer the Department of Administrative Services (DAS) Statewide Discrimination and Harassment Free Workplace policy, 50.010.01 as agency policy and provide a procedure for complaints of discrimination and harassment.

### Policy:

The Oregon Department of Energy adopts as agency policy the DAS Statewide Discrimination and Harassment Free Workplace policy, 50.010.01. ODOE is committed to a discrimination and harassment free work environment.

As required by the DAS Statewide policy, ODOE designates the Associate Director of Human Resources to serve as the designated individual responsible for receiving, investigating, and responding to reports of discrimination, workplace harassment, workplace intimidation, sexual harassment, sexual assault, or related employment settlement agreements containing prohibited provisions. In the absence of the Associate Director of Human Resources, ODOE designates the Director to serve as the alternate designated individual.

### Procedures:

Statewide Policy 50.010.01 outlines the procedures for reporting a complaint and subsequent actions. Reports may be made orally or in writing. The state Complaint Form for complaints of discrimination, harassment and workplace issue(s) is attached.

If the complaint is made to an ODOE supervisor or other ODOE manager, that supervisor or manager shall promptly notify the Associate Director of Human Resources, or if the Associate Director of Human Resources is not available for more than one business day, the Director. ODOE supervisors or managers shall take no action to investigate or respond to the complaint.

ODOE supervisors or managers must consult with the Associate Director of Human Resources to prevent and correct any discrimination, workplace harassment, workplace intimidation, sexual harassment, sexual assault, or related settlement agreements containing prohibited provisions.

## **References:**

- DAS Statewide Discrimination and Harassment Free Workplace policy, 50.010.01

## **History:**

- March 1, 2005: Policy issued.
- August 1, 2008: Policy re-issued to adopt DAS Statewide policy 50.010.01 as agency policy.
- October 16, 2019: Policy revised to include provisions of DAS Statewide policy effective October 10, 2019, added internal procedures and updated the policy format.

## **Attachments:**

Complaint Form for complaints of discrimination, harassment, and workplace issue(s)