



COMMONWEALTH of VIRGINIA

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Department of Corrections

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Equal Employment Opportunity Statement January 15, 2025

The Virginia Department of Corrections is committed to full compliance with Department of Human Resource Management (DHRM) Policy 2.05, *Equal Employment Opportunity*. This policy requires adherence to Executive Orders on Equal Opportunity, as well as relevant state and federal laws. Further, this policy provides guidelines for maintaining a respectful workplace, non-discrimination practices, and a continued focus on creating a culture of inclusion, diversity, and opportunity.

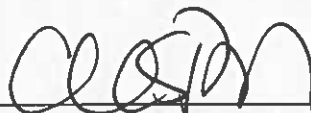
DHRM Policy 2.05 assures equal employment opportunity (EEO) by prohibiting discrimination. It mandates that all aspects of personnel management and employment practices be conducted without regard to protected categories. These categories include, but are not limited to, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, veteran status, political affiliation, disability, genetic information, and pregnancy, childbirth, or related medical conditions. Additionally, this policy prohibits retaliation against any individual who files a discrimination complaint, participates in the complaint process, or opposes a discriminatory practice.

The Department shall make all employment decisions based on one's merits, qualifications, and performance. Furthermore, the Department will not permit the lowering of job requirements, performance standards, or qualifications, which would give preference to any state employee or applicant for state employment. In keeping with DHRM Policy 2.05, the Department's Unit Heads, managers, and supervisors shall take appropriate measures to emphasize the recruitment of qualified minorities, women, people with disabilities, people with different abilities, veterans, and older Virginians to serve in all levels of the Department.

The Department shall make decisions regarding hiring, promotions, compensation, treatment, discipline, and termination consistent with state and federal laws regulating them. It is the responsibility of managers and supervisors to maintain a non-hostile, bias-free working environment and to ensure employees are free from unlawful harassment of any kind.

If employees or applicants for employment believe DHRM Policy 2.05 has been violated, they should promptly bring their complaint to the immediate attention of their supervisor, Human Resource Officer, Unit Head, the Department's Office of Human Resources, or other agencies listed in DOC Operating Procedure 145.3, *Equal Employment Opportunity, Anti-Harassment, and Workplace Civility*, which provides specific guidelines for the reporting of complaints. The matter will be investigated and any employee found in violation of this statement or DHRM Policy 2.05 shall be subject to disciplinary action in accordance with the Standards of Conduct.

All staff are expected to uphold DHRM Policy 2.05 and DOC Operating Procedure 145.3 by fostering a diverse, inclusive, and civil work environment and ensuring equal employment opportunity for all as we advance our public safety mission.



Chad S. Dotson, Director