



State of Oklahoma
Oklahoma Department of Agriculture, Food, and Forestry

Policies and Procedures
Equal Employment Opportunities

Effective Date of Policy: 1/2/2015	Next Scheduled Review: 1/2/2017
Last Reviewed: 12/30/2015	Policy Number: ODAFF-08 (2015)
Date Policy Last Revised: 1/2/2015	Replaces Policy Number:
Approved: Jim Reese	Approval Date: 1/2/2015

Reference: Title VII of the Civil Rights Act 1964, 42 U.S.C. § 2000e et seq., [25 O.S. § 1101 et seq.](#), [74 O.S. § 840-1.1 et seq.](#), [74 O.S. § 954](#) and [Merit Rules](#).

A. Equal Employment Opportunities

"No person in the state service, whether subject to the provisions of the Merit System or in unclassified service, shall be appointed to or demoted or dismissed from any position in the state service, or in any way favored or discriminated against with respect to employment in the state service because of political or religious opinions or affiliations, race, creed, gender, color, age or national origin or by reason of any handicap." [Merit Rule, OAC 260:25-3-2](#)

ODAFF provides equal employment opportunities to employees and applicants. Any employee with ODAFF who believes he or she has been subjected to conduct that violates this policy is encouraged to promptly confer with a grievance manager. Employees who violate this policy are subject to discipline, up to and including termination.

See also:

[Policy ODAFF-07: Discrimination and Harassment](#)
[Policy ODAFF-09: Workplace Violence](#)

B. Equal Opportunity Employer

ODAFF is an equal opportunity employer. ODAFF fully complies with all applicable state and federal equal opportunity and "non-discrimination" laws and regulations.

The principles of equal employment opportunity and anti-discrimination apply to all aspects of the employment practices and personnel actions throughout the ODAFF, including but not limited to recruiting, hiring, promotions, demotions, separations, reductions in force (RIF), recall, compensation, benefits, application of policies, training, working conditions and all other terms and conditions of employment. The policies and principles of equal employment opportunity also apply to the selection

and treatment of independent contractors, personnel working on the ODAFF premises who are employed by temporary agencies and any other persons or firms doing business for or with the ODAFF.

C. Responsibilities of Management

It is the responsibility of supervisors and division directors to inform employees of the discrimination policy and implement corrective actions that are imposed as a result of findings of discriminatory conduct.

D. Grievance Process

Any employee with ODAFF who believes he or she has been subjected to conduct that violates this policy is encouraged to promptly confer with a grievance manager. However, filing groundless and malicious complaints is an abuse of this policy, and it is prohibited and subject to discipline.

[Policy ODAFF-11: Grievance Process](#)

E. Retaliation

No hardship, no loss of benefit, and no penalty may be imposed on an employee as punishment for filing or responding to a bona fide complaint of discrimination or harassment; appearing as a witness in the investigation of a complaint; or serving as an investigator. Retaliation or attempted retaliation is a violation of this policy and will be subject discipline up to and including termination.