

Policy No. HR-102

Affirmative Action and Equal Opportunity Policy

Applies to: Applies to all employees, volunteers, and contractors of the Eastern Washington State Historical Society (EWSHS)

References that apply to this policy:

- Federal law - [The Civil Rights Act of 1964](#)
- President’s Executive Orders - [EO 11246](#) (as amended by [EO 11478](#) and [EO 13672](#))
- Federal code - [CFR Title 41, Part 60-2](#)
- Federal code - [CFR Title 28 Judicial Administration, parts 35 through 42](#)
- Federal code - [CFR Title 29 Labor, parts 31 through 38](#)
- State law - [Chapter 41.06 RCW State civil service law](#)
- State law – [Chapter 49.56 RCW Wages – Advancement Opportunities](#)
- State law - [Chapter 49.60 RCW Discrimination - Human Rights Commission](#)
- State rule - [Chapter 357-25 WAC Affirmative Action](#)

Effective date: July 10, 2024

History: This policy replaces BP#119, dated February 1, 2017. BP#119 replaced HR #101.

Approved by: EWSHS Board of Trustees

Purpose

This policy establishes and defines the agency’s affirmative action and equal opportunity policy.

Definitions

This policy uses the same definitions found in RCW 49.60.040 (Discrimination- Human Rights Commission), RCW 41.06.020 (State Civil Service Law), and in Federal government nondiscrimination laws and regulations.

Policy Statement

EWSHS is committed to increasing equal employment opportunities for employees without regard to:

- Race
- Creed
- Color
- National Origin
- Citizenship or immigration status
- Age (40 or older)
- Sex
- Pregnancy
- Marital Status
- Sexual orientation
- Gender identity and expression
- Honorably discharged veteran or military status
- The presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability

EWSHS will provide equal pay and career advancement opportunities to our employees regardless of gender and will abide by the [Washington State Equal Pay Opportunity Act](#).

EWSHS will provide an environment free from all forms of discrimination in accordance with [Chapter 49.60 RCW Discrimination – Human Rights Commission](#). Employees shall not engage in any form of racial, religious, or sexual harassment related behavior including jokes, slurs, and innuendoes. This behavior is inappropriate in the work environment and may be grounds for disciplinary action in accordance with any applicable collective bargaining agreement or federal or state law. Refer to HR-101 Antidiscrimination Policy and the Washington State Human Rights Commission website for additional information.

The requirements of this policy are not optional. EWSHS will not tolerate discrimination or retaliation of any kind. Through enforcement of this policy and by education of employees, EWSHS will seek to prevent, correct, and discipline behavior that violates this policy.

EWSHS employees violating this policy may be subject to disciplinary action under chapter 357-40 WAC Discipline. The Director will be responsible for implementing the Affirmative Action and Equal Opportunity Program.

- EWSHS will take appropriate and swift action up to and including dismissal to address any violation of this policy; and
- Any employee who initiates or participates in retaliation will be subject to disciplinary action, up to and including, dismissal.

This Policy statement must be reviewed and approved by the head of the agency each year.
WAC 357-25-025 (2).

This policy is used together with and incorporates by reference other related policies.
Specifically, the:

- Diversity Equity and Inclusion Policy, [\(HR-105\)](#),
 - Sexual Harassment Policy [\(HR-103\)](#),
 - Respectful Work Environment Policy [\(HR-106\)](#),
 - Antidiscrimination Policy [\(HR-101\)](#), and
 - Reasonable Accommodation Policy [\(HR-404\)](#).
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Reporting Procedures

EWSHS has put in place a process to make sure protection and relief is available from any form of discrimination or sexual harassment. Protection and relief are available to anyone who works for EWSHS, has business with EWSHS, or volunteers with EWSHS.

Reporting or filing a complaint: Complete and submit [HR.01.38.F1 Harassment, Discrimination, or Retaliation Complaint Form](#) to an agency supervisor, manager or human resources business partner. If you prefer to submit a complaint verbally, please contact any of the above staff members.

Responsibilities

EWSHS, in coordination with Department of Enterprise Services Human Resource Office, is responsible for:

- Providing the agency with support services necessary to achieve the objectives of this policy, and
- Reporting workforce profile in accordance with WAC 357-25-030

Hiring supervisors are responsible for making recruiting and hiring decisions in accordance with the policies and procedures adopted by the agency. Each hiring supervisor is accountable for his/her actions in matters relating to this policy and compliance with federal and state regulations governing employment.