NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
CIVIL RIGHTS DIVISION

Policy 2-1 Title VII

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Revised: March 15, 2014
Revised: Nov.16, 2015

TITLE VII/EEO AND WORKPLACE HARASSMENT POLICY STATEMENT

I, as Director of the North Dakota Department of Transportation (NDDOT), am personally committed to and support Equal Employment Opportunity (EEO) for all people regardless of race, color, religion, sex, age, national origin, physical or mental disability, genetics, political opinion or affiliation, status with regard to marriage or public assistance, or participation in lawful activity off NDDOT's premises during non-working hours, which is not in direct conflict with the essential business-related interests of NDDOT. To this end, NDDOT has committed to undertake an affirmative action program, including goals and timetables, in order to overcome the effects of past discrimination of minorities and women. The affirmative action program is a goal-setting program with measurement and evaluation factors similar to other major NDDOT programs. The program assures equal opportunity in all employment practices, including but not limited to recruitment, placement, advertising or solicitations for employment; training during employment or selection for training (including apprenticeship); rates of pay or other forms of compensation; promotions, transfers, demotions, layoffs, or terminations; recognition or awards; or any related function.

NDDOT also guarantees all employees the right to work in an environment free of sexual and other harassment based on race, color, religion, sex, age, national origin, and disability. Specifically, sexual harassment is deliberate or repeated, unsolicited, and unwelcome verbal comments, gestures, graphic materials, or physical contacts of a sexual nature. Unlawful sexual harassment occurs when these actions are made a condition of employment, are used as the basis for an employment decision affecting the employee, interfere with an employee's work performance, or create an intimidating, hostile, or offensive work environment. In addition, it is unlawful harassment for any employee to engage in any conduct or activity or to display any graphic material that is based on an employee's race, color, religion, sex, age, national origin, and disability or when it is offensive or shows hostility or aversion toward an employee or the employee's relatives, friends, or associates; it adversely affects an employee's employment opportunities; it unreasonably interferes with an employee's work performance; or it creates an intimidating, hostile, or offensive work environment. NDDOT also protects employees from sexual and other harassment by non-NDDOT employees during working hours.

The responsibility for implementing NDDOT's affirmative action program is assigned to the Civil Rights Division Director. However, all management staff share in this responsibility and will be assigned specific tasks to assure that compliance is achieved. The responsibility for positive affirmative action in the discharge of the affirmative action program, including performance reviews of managers and supervisors in such functions, will be expected of and shared by all management staff. The performance by managers and supervisors will be evaluated by the success of the affirmative action program in the same way their performance is evaluated by the success of other NDDOT programs. I believe that successful achievement of EEO goals will provide benefits to NDDOT through comprehensive utilization and development of underutilized human resources. Further, adherence to EEO policies is considered in performance evaluations of all employees of the NDDOT.

Employees and applicants for employment have the right to file complaints alleging discrimination with NDDOT. Anyone who believes that he or she has been discriminated against or harassed should contact either the Civil Rights Division Director at 701-328-2576 in Bismarck or any NDDOT Affirmative Action Representative. TTY users may call Relay North Dakota at 711 or 1-800-366-6888 (toll free).

November 16, 2015
Date

Grant Levi, P.E.
Director