

**WASHINGTON STATE CENTER FOR  
CHILDHOOD DEAFNESS AND HEARING LOSS**

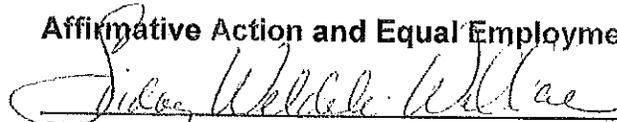
POLICY: 5220

Adopted: March 6, 2015

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SUBJECT: **Affirmative Action and Equal Employment Opportunity**

Approved by:

  
Sidney Weldede-Wallace, Chair, Board of Trustees

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The Center for Childhood Deafness and Hearing Loss (CDHL) champions the commitment of the State to employ a workforce that reflects Washington's diversity and to provide a work environment free from discrimination. CDHL is dedicated to providing an environment that provides fair and equal treatment in public employment and equal access to its benefits, programs and services for all persons without regard to age, sex, marital status, sexual orientation, race, creed, color, national origin, genetic information, honorably discharged veteran or military status, or 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, unless based upon a bona fide occupational qualification.

Equal employment opportunity is the goal and CDHL will comply with all relevant and applicable state, local, and equal employment opportunity laws governing non-discrimination in its employment practices. Often the phrase "equal opportunity" is associated with recruitment and selection efforts, however the phrase (and concept) also applies in all other areas of employment including career growth and development opportunities, compensation and classification, training, retention, corrective and disciplinary actions and in business dealings with external agencies, organizations and contractual relationships.

The purpose of the Affirmative Action Plan is to identify any barriers which may exist and to improve employment opportunities available to under-represented protected groups. CDHL will establish affirmative action goals and increase efforts to implement results-oriented activities to ensure equal employment opportunity.

Supervisors or managers who become aware of discrimination or harassment toward employees, volunteers, or persons having business with CDHL, have an ongoing obligation to respond in an appropriate and timely fashion. Employees, volunteers, or persons having business with CDHL are strongly encouraged to report the conduct in accordance with the agency's *Nondiscrimination policy (5209) and Discrimination Complaint procedure (5209P)*.

***Primary roles and responsibilities for affirmative action and equal employment opportunity at CDHL include:***

<b>Role</b>	<b>Responsibilities</b>
Executive Director	Overall responsibility for implementation of the Affirmative Action and Equal Opportunity program.
Human Resources	<ul style="list-style-type: none"><li>• Overall development, communication, implementation, monitoring and</li></ul>

Manager	auditing of this policy. <ul style="list-style-type: none"> <li>• Administers the agency's investigation and complaint procedure.</li> <li>• Development of the agency's affirmative action plan.</li> <li>• Reporting to the Governor's Affirmative Action Policy Committee and the Equal Employment Opportunity Commission.</li> <li>• Representing the agency in matters related to review of the program.</li> <li>• Assisting the Executive Director to ensure that managers are responsible and accountable for the success of the program in their area of responsibility.</li> </ul>
Managers/Supervisors	Ensure promotion and implementation of the principles of affirmative action and equal opportunity as outlined in CDHL's Affirmative Action Plan.
All Employees	<ul style="list-style-type: none"> <li>• Maintain a working environment free from all forms of discrimination.</li> <li>• Refrain from engaging in any form of racial, religious, or sexual harassment including jokes, slurs, and innuendos. Failure to do so may result in corrective/disciplinary action.</li> <li>• Comply with and promote this policy.</li> </ul>

Legal References: Chapter 357-25 WAC