



Policies and Procedures
Equal Employment Opportunities

Effective Date of Policy:	Next Scheduled Review: 1/2/2022
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Date Policy Last Revised:	Replaces Policy Number:
Approved:	Approval Date:

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, color, sex (including pregnancy, gender identity, and sexual orientation), age (40 or older), national origin, disability or genetic information . [Merit Rules](#), [OAC 260:25-3-2](#).

The Commission provides equal employment opportunities to employees and applicants. Any employee with the Commission 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 OCC -07: Discrimination and Harassment*](#)

[*Policy OCC -09: Workplace Violence*](#)

B. Equal Opportunity Employer

The Commission is an equal opportunity employer. The Commission 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 Commission, 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 Commission premises who are employed by temporary agencies and any other persons or firms doing business for or with the Commission.

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 the Commission who believes they have 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 OCC -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.