STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES **Policy and Procedure**	POLICY AND PROCEDURE NUMBER **08.02.033**	PAGE 1 of 2
	EFFECTIVE DATE August 30, 2005	
SUBJECT **Affirmative Action Plan Overview**	SUPERSEDES New	DATED New
CHAPTER **Personnel Administration** / SECTION **Personnel**	APPROVED BY Mike Barton 8/23/5	

PURPOSE

This formalizes the policy and procedure of the department on diversity in the workplace.

POLICY

It is the policy of the department to promote diversity in the workplace free from discrimination and harassment. Each supervisor, manager, and executive is charged with the responsibility for understanding, communicating, and assisting in the implementation of this policy.

It is the goal of the department that every employee in the department has the opportunity to appreciate and enjoy the rich diversity of fellow workers and that the workforce reflect the diversity of the people we serve.

PROCEDURE

All department employees will adhere to established statewide policies. Specifically,

- All employees and applicants for employment will be afforded equal opportunity in all aspects of personnel management.
- The department will not tolerate, condone, or permit any unlawful discrimination or discriminatory harassment of employees or applicants for employment on the basis of their sex, color, race, religion, national origin, age, physical or mental disability, marital status or change in marital status, pregnancy, or parenthood. Retaliation in any form for filing a complaint or assisting in the investigation of a complaint is prohibited and unlawful.
- No employee of the department will discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures; the hiring, advancement, or discharge of employees; employee compensation; job training; and any other term, condition and privilege of employment.

- The department will promote and encourage these policies by continuing to have a process for the investigation of discrimination and harassment complaints, by taking the steps necessary to standardize orientation for new hires, and by participating in statewide diversity training initiatives.

AUTHORITY

Administrative Order 75
Administrative Order 81
Administrative Order 129
Administrative Order 195
Americans with Disabilities Act
AS 18.80.200-220
6 AAC 65.010-990
Federal regulations detailed in 23 CFR 230C Part II

IMPLEMENTATION RESPONSIBILITY

Deputy commissioners, regional directors, division directors, system directors/ managers, all supervisors, and all hiring managers

DISTRIBUTION

All department employees via the DOT&PF website