

# Equal Employment Opportunity: Policy

## Application

This policy applies to full-time, and part-time classified, probationary, “at will,” and wage employees at the Virginia Department of Health (VDH). Additionally, it applies to any applicants for employment at VDH.

## Purpose

The purpose of this policy is meant to ensure that all employees and applicants for employment at VDH have an equal opportunity for employment and that all aspects of human resource management are conducted without regard to race (including hair texture, hair type, and protective hairstyles such as braids, locks and twists), sex, color, national origin, religion, sexual orientation, gender identity or expression, age, veteran status, political affiliation, disability, genetic information, and pregnancy, childbirth or related medical conditions.

## Policy

**VDH ensures that all of its employees and applicants for employment receive an equal employment opportunity (EEO) and are treated fairly without regard to race (including hair texture, hair type, and protective hairstyles such as braids, locks and twists), sex, color, national origin, religion, sexual orientation, gender identity or expression, age, veteran status, political affiliation, disability, genetic information, and pregnancy, childbirth or related medical conditions. There shall be no retaliatory action against any person making allegations of violations of this policy.**

**VDH prohibits employment discrimination because of race (including hair texture, hair type, and protective hairstyles such as braids, locks and twists), sex, color, national origin, religion, sexual orientation, gender identity or expression, age, veteran status, political affiliation, disability, genetic information, and pregnancy, childbirth or related medical conditions.** Employment practices that prohibit discrimination include, but are not limited to, the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeships. Employment discrimination is strictly prohibited and will not be tolerated at VDH. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans.

VDH also expressly prohibits retaliation of any kind against any employee or applicant for employment who brings a complaint or assists in the investigation of a complaint of employment discrimination. Such employees or applicants may not be adversely affected in any manner related to their employment at VDH due to the exercise of this protected activity.

VDH will provide reasonable accommodation to applicants and employees with disabilities. All employees are expected to perform their job responsibilities in a manner that supports equal employment opportunity for all.

## Equal Employment Opportunity: Policy

The State Health Commissioner, Deputy Commissioners, District/Office Directors, managers, and supervisors are responsible for compliance with this policy, and for the consistent application of this policy. All employees are responsible for conducting themselves in a manner consistent with the Governor’s Executive Order Number One 2018 (EO-1).

The EEO & Employee Relations Team within the VDH Office of Human Resources (OHR) manages all EEO related complaints, concerns, and investigations at VDH. The EEO and Employee Relations Team responsibilities include monitoring all EEO activities and reporting on EEO compliance at VDH, as required by federal and state agencies. The VDH OHR Director will receive and review reports related to EEO at VDH.

**If any employee or applicant for employment believes they have been treated in a way that violates this policy, they should contact the VDH EEO and Employee Relations Team in the VDH Office of Human Resources (OHR).**

### Authority

This VDH policy is pursuant to the authority provided in Chapter 12 Title 2.2 of the Code of Virginia, Department of Human Resource Management (DHRM) [Policy 2.05 – Equal Employment Opportunity](#), the Governor’s [Executive Order Number One 2018 \(EO-1\)](#), the [Virginia Human Rights Act](#), and the U.S. Equal Employment Opportunity Commission (EEOC).

### Related Policies & Resources

[DHRM Policy 2.05 – Equal Employment Opportunity](#)  
VDH Policy 2.05 – Equal Employment Opportunity: Procedures  
Governor’s [Executive Order Number One 2018 \(EO-1\)](#)

### Glossary

**Retaliation:** Overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or group exercising rights under this policy.

### Policy Administration

**Reviewer:** \_\_\_\_\_  
Signature on File  
Deputy Commissioner for Administration

Date: 9-16-20

**Approver:** \_\_\_\_\_  
Signature on File  
State Health Commissioner

Date: 9-16-20

## **Equal Employment Opportunity: Policy**

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