

Respectful Workplace Policy

Policy

The Department of Administration is committed to providing and maintaining a work environment free from discrimination and harassment of employees, applicants for employment, or clients. It is the responsibility of every employee to refrain from, and discourage, any conduct that is derogatory, demeaning, or hostile in nature. DOA is committed to treating each employee, applicant, and client with respect and sensitivity.

DOA will maintain a professional and civil work environment which supports employees so they can be productive and effective in their work. DOA will take all necessary steps to ensure that the workplace is free of discriminating, bullying, and harassing behavior. This includes a zero-tolerance for the actions defined in this policy. Corrective action will be taken, up to and including termination, if a determination of harassment and/or discrimination has been made.

The Department of Administration intends to hold its employees to higher standards of professionalism and respect than the floor set by federal and state employment laws. This Policy is not intended to create any legal cause of action not provided under current law, to change any of the Department's affirmative action practices, or to limit the Department's ability to effectively direct and manage its employees.

Definitions

The following actions occurring in any form (e.g. in-person or via electronic media) by any employee (including project, LTE, and/or interns) will not be tolerated:

Discrimination: Different or unequal treatment of an individual or group in any employment action on the basis of age, race, creed, color, disability, marital status, sex, sexual orientation, national origin, ancestry, arrest record, conviction record, military service, or other legally protected category. (Wisconsin Fair Employment Law, § 111.31 to 111.395, Wis. Stats.).

Harassment: Unwelcome and unreasonable offensive verbal, physical, or graphic conduct that creates a hostile, intimidating or offensive working environment; unreasonably interferes with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Retaliation: To discharge or otherwise discriminate against any individual because he or she opposes discrimination, files a complaint of discrimination, or testifies or assists in a legal proceeding arising out of a discrimination complaint.

Sexual harassment: A type of harassment in which the unwelcome conduct is sexual in nature, regardless of whether the conduct is directed at members of the opposite or the same sex. Includes:

- Sexual conduct that is offensive to the victim, would be offensive to any reasonable person, and is so severe it interferes with the victim's ability to perform his or her job duties
- Offering employment benefits if the employee submits to the sexual conduct, or threatening or imposing negative employment actions if the employee refuses the sexual conduct

Examples:

- Unwelcome sexual advances or requests for sexual favors
- Verbal harassment such as graphic or derogatory comments, suggestive or obscene jokes
- Physical harassment such as inappropriate touching
- Visual or written harassment such as derogatory or sexually explicit posters, emails, drawings, cartoons, or computer screen savers

Complaint Procedure

The DOA “Informal Employee Complaint Procedure” has been established to address complaints made by employees about discrimination and harassment. Employees should contact the Department’s Affirmative Action/Equal Employment Opportunity (AA/EEO) Officer, or a supervisor, for further information on the procedure. The informal complaint procedure is attached, and can also be found in the AA/EEO Program link on the DOA intranet.

At any time an employee may file an external complaint with the Wisconsin Department of Workforce Development, Equal Rights Division or the federal Equal Employment Opportunity Commission. Questions, concerns, or requests for additional information regarding the Department’s AA/EEO program may be directed to the agency's AA Officer:

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