



STATE OF WASHINGTON
BOARD OF PILOTAGE COMMISSIONERS

ANTI-DISCRIMINATION POLICY

Policy Number: 11-04
Effective Date: July 28, 2011
Application: Applies to all employees, volunteers, and contractors of the
BOARD OF PILOTAGE COMMISSIONERS.
Approved by:

Jaimie C. Bever
Executive Director

Purpose – To describe the BOARD OF PILOTAGE COMMISSIONERS policy related to discrimination in the workplace

Definitions

Discrimination - Unfavorable or unfair treatment of a person or class of persons in comparison to others who are not members of the protected class because of race, creed, sex, color, religion, national origin, age (over 40), disabled veterans status, disability, Vietnam Era veterans status, sexual orientation, marital status, use of a trained guide dog or service animal by a person with a disability or any other protected class or retaliation for complaints related to these categories.

Protected Activity - An individual who has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding, hearing or litigation based on perceived discrimination is protected from retaliation.

Policy Statement

It is the policy of the **BOARD OF PILOTAGE COMMISSIONERS** to provide an environment free from unlawful discrimination. All forms of discrimination related to race, creed, sex, color, religion, national origin, age (over 40), disabled veterans status, disability, Vietnam Era veterans status, sexual orientation, marital status, use of a trained guide dog or service animal by a person with a disability or any other protected class, as well as retaliation for engaging in protected activity, are violations of this policy.

The **BOARD OF PILOTAGE COMMISSIONERS** will not tolerate the use of racial, religious, sexual, gender-based, age-related, ethnic or disability related epithets, innuendos, slurs or jokes. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are also prohibited, as well as all forms of verbal, non-verbal, and physical harassment based on a protected class.



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Procedures - Employees are expected to conduct themselves professionally, in a manner befitting the work environment and with respect for co-workers.

All the **BOARD OF PILOTAGE COMMISSIONERS** employees, volunteers, contractors, and other persons having business with the agency are expected to understand that behavior which one individual considers innocent and harmless may be regarded as harassment by another person. The **BOARD OF PILOTAGE COMMISSIONERS** will not tolerate harassment of its employees by anyone, including management officials, other employees, contractors or customers of the **BOARD OF PILOTAGE COMMISSIONERS**.

All incidents and suspected violations of this policy should be reported immediately. Employees may report to a supervisor or manager or to the Department of Enterprise Services (DES) Small Agency HR Services Primary Consultant (PC).

Investigations will be initiated as promptly as practical after receipt of a complaint and appropriate corrective action will be taken if necessary. Complainants will be notified of the results of the investigation or given an update on the investigative process, after the investigation is completed.

The **BOARD OF PILOTAGE COMMISSIONERS** will not retaliate against any person for reporting perceived harassment or for participating in an investigation. If the employee feels they are being retaliated against, they should immediately report it to a supervisor, manager or to the DES PC. Retaliation for filing a complaint or participating in an investigation is a violation of federal laws and will not be tolerated.

Confidentiality - The **BOARD OF PILOTAGE COMMISSIONERS** will make it clear to employees that it will protect the confidentiality of discrimination allegations to the extent possible. The **BOARD OF PILOTAGE COMMISSIONERS** cannot guarantee complete confidentiality, since it cannot conduct a thorough and complete investigation, without revealing certain information to the alleged harasser and potential witnesses.

Additional Information - Any **BOARD OF PILOTAGE COMMISSIONERS** employee who is found to have violated this policy or our commitment to equal employment opportunity may be subject to disciplinary action, up to and including termination from employment.

Primary roles and responsibilities for Discrimination Complaints within the BOARD OF PILOTAGE COMMISSIONERS.

Role	Responsibilities
Employee/ Volunteer/ Contractor	<ul style="list-style-type: none">• Report all incidents and suspected violations of this policy immediately to a supervisor, manager or DES.• Participate in the investigatory process.• Encouraged to maintain confidentiality to the degree possible.
Other Persons	Other persons having business with the BOARD OF PILOTAGE COMMISSIONERS may report incidents of discrimination by an employee, volunteer or contractor of the BOARD OF PILOTAGE COMMISSIONERS to the



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	supervisor of the agency in which the alleged harasser works.
Supervisor	<ul style="list-style-type: none"> • Immediately report all reported and observed violations of this policy to the DES. • Work with the DES and outside investigator during the investigatory process. • In consultation with the DES, your agency assigned personnel Attorney General (AG), and the Labor Relations Office (LRO) (if applicable), take appropriate corrective action as necessary.
DES	<ul style="list-style-type: none"> • Notify the agency director of any complaints received. • Conduct preliminary investigation or assist the agency with obtaining an outside investigator. • In conjunction with the agency and the assigned personnel AG, inform the complainant and the accused of the findings of the investigation. • Work with the agency, the assigned personnel AG and the LRO (if applicable) to help determine appropriate corrective action to be taken, if necessary. • Maintain all records related to the complaint of discrimination.

WAC's and references that apply to this policy

RCW 49.60 (law against discrimination)	WAC 162-16 (discrimination in employment)
WAC 162-22 (disability discrimination)	WAC 162-30 (sex discrimination)
WAC 357-25-025 (policy requirements)	WAC 357-25-027 (sexual harassment)