

# STATE OF MONTANA

## Equal Employment Opportunity is

# THE LAW

The Department of Public Health and Human Services (“DPHHS”) is committed to providing equal opportunity in all aspects of employment and equal access to its programs, services, and activities by following all applicable rules and laws related thereto. DPHHS will not tolerate discrimination or harassment based on an individual’s race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation, political beliefs, genetic information, veteran’s status, culture, social origin or condition, ancestry, or an individual’s association with individuals in any of the previously mentioned protected classes.

<p style="text-align: center;"><b>SEXUAL HARASSMENT</b></p> <p>DPHHS will not tolerate sexual harassment of employees, clients, customers, or other persons doing business with state government. There are two categories of sexual harassment: Quid Pro Quo and Hostile Working Environment.</p> <p><b>Quid Pro Quo:</b> Requesting sexual favors in return for job benefits or opportunities. Examples may include, but are not limited to, sexual demands as a condition of employment; loss or threatened loss of a job for failing to comply with a supervisor’s sexual demands; altering employment benefits in exchange for sexual favors; or forcing an employee to resign because he or she did not submit to a sexual request.</p> <p><b>Hostile Working Environment:</b> Unwelcome sexual conduct that unreasonably interferes with an employee’s job performance or creates an intimidating, hostile or offensive work environment. Although a single occurrence or a pattern of sexually oriented behavior might not constitute illegal harassment, it is still unacceptable. Some examples may include, but are not limited to, sexually oriented discussions, personal questions, jokes, innuendoes, comments, vulgarities and other offensive language; physical conduct that is sexual or degrading to any reasonable person; sexually suggestive letters, notes, emails, or text messages; any sexually explicit or offensive pictures or literature that is in plain view of other employees.</p>	<p style="text-align: center;"><b>DISABILITIES</b></p> <p>DPHHS will not tolerate discrimination against qualified applicants or employees with disabilities in hiring, firing, promotions, compensation, job assignments, or other terms, privileges, or conditions of employment.</p> <p>DPHHS will provide reasonable accommodations, upon request, to otherwise qualified applicants or employees with disabilities in all aspects of employment, including the application and selection process, performing the essential functions of the job, or enjoying equal benefits and privileges of employment. If an accommodation is not effective, creates an undue hardship on a department, or endangers health or safety, it is not a reasonable accommodation.</p> <p>DPHHS encourages qualified applicants and employees with disabilities who need a reasonable accommodation to notify their immediate supervisor, the DPHHS Americans with Disabilities Act (“ADA”) Coordinator or Human Resources of their need for a reasonable accommodation.</p> <p>DPHHS will make reasonable modifications to policies and procedures and provide equally effective communications to people with disabilities to promote equal access to programs, services, and activities.</p>
<p style="text-align: center;"><b>OTHER HARASSMENT</b></p> <p>DPHHS will not tolerate harassment of employees, clients, customers, or any other persons doing business with state government. Even mutually agreeable behavior or behavior accepted between two or more people, can be offensive to others; for this reason, it is unacceptable and prohibited in the workplace. Harassment consists of, but is not limited to, oral, written, or electronic communications – voice mails, emails, text messages, or other social networking tools – in the form of repeated and unwelcomed jokes, slurs, comments, visual images, or innuendos, or other verbal or physical conduct that focuses on any protected class.</p>	<p style="text-align: center;"><b>MATERNITY / PARENTAL LEAVE</b></p> <p>DPHHS will not discriminate against applicants or employees in hiring, firing, promotions, compensation, job assignments, or other terms, conditions, or privileges of employment when an employee becomes temporarily disabled because of pregnancy, childbirth, or related medical conditions.</p> <p>DPHHS will not terminate employees due to pregnancy or childbirth and will grant reasonable amounts of leave of absence, upon request, for pregnancy, childbirth or related medical conditions.</p>
<p style="text-align: center;"><b>EQUAL PAY</b></p> <p>DPHHS may not pay men and women differently who perform “substantially equal” work in jobs in the same workplace, except where the difference in pay is made according to a seniority system or a differential based on any factor other than sex, such as merit, longevity, or employee qualifications. Substantially equal work in jobs requires equal skills, effort and responsibility and is performed under similar working conditions.</p>	<p style="text-align: center;"><b>RELIGION</b></p> <p>DPHHS encourages qualified applicants and employees who need reasonable accommodations because of their religious beliefs or practices to notify their hiring manager, immediate supervisor, and the DPHHS Civil Rights/EEO Specialist or Human Resource office of their need for an accommodation.</p>
<p style="text-align: center;"><b>GENETIC INFORMATION</b></p> <p>DPHHS will not discriminate against applicants or employees because of genetic information in hiring, discharge, compensation, terms, conditions, or privileges of employment. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.</p>	<p style="text-align: center;"><b>MILITARY OR VETERAN STATUS</b></p> <p>DPHHS will ensure employees who serve or who have served in the Armed Forces, Reserves, National Guard or other uniformed services are not disadvantaged in their civilian careers because of their military service; promptly reemployed in their civilian jobs upon return from duty; and not discriminated against in employment because of their past, present or future military service.</p>
<p><b>RETALIATION IS ILLEGAL</b></p>	
<p>It is an unlawful discriminatory practice for a state or local governmental agency to discharge, expel, blacklist, or otherwise discriminate against an individual because the individual has opposed discriminatory practices or because the individual has filed a complaint, testified, assisted, or participated in any manner in an investigation or legal proceedings involving unlawful discrimination. DPHHS will not retaliate or allow others to retaliate.</p>	

DPHHS has outlined its complaint resolution procedures in the Equal Employment Opportunity, Nondiscrimination, and Harassment Prevention Policy located at <https://montanahd.policytech.com/dotNet/documents/?docid=771>.

If you wish to report a complaint of discrimination, you may:

- Contact a DPHHS manager or the DPHHS Civil Rights/EEO Specialist, ADA Coordinator or Human Resources at 406-444-1386. DPHHS recommends using the complaint form located at <https://montanahd.policytech.com/dotNet/documents/?docid=800> when filing a complaint within the department.
- File a complaint with the Human Rights Bureau, Department of Labor and Industry at P.O. Box 1728, Helena, MT 59624, 1-800-542-0807.

If acts of discrimination have not been directed toward you, but you have observed actions against an employee, client, or customer of DPHHS which you believe to be discriminatory, please contact the DPHHS Civil Rights/EEO Specialist or Human Resources staff.

**Alternate Accessible Formats:** You can request alternate accessible formats of this poster by contacting: DPHHS Civil Rights/EEO Specialist at 406-444-3136 or for the hearing impaired, contact Montana Relay at 711.