STATE OF MONTANA EQUAL OPPORTUNITY

Montana state government is committed in providing equal opportunity in all aspects of employment and equal access to its programs, services, and activities. Agency managers will not tolerate discrimination because of race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation, political beliefs, genetic information, veteran status, culture, social origin or condition, or ancestry.

SEXUAL HARASSMENT	DISABILITIES
Agency managers 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. **Quid Pro Quo:** 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. **Hostile Working Environment:** Unwelcome sexual conduct that unreasonably interferes with an employee's job performance or creates an intimidating, hostile or offensive working environment. Although a single occurrence or a pattern of sexually oriented behavior might not constitute illegal harassment, it is still unacceptable. **Examples** may include, but are not limited to, displaying sexually suggestive objects, pictures, screen savers, cartoons, or posters; verbal abuse of a sexual nature; sexually oriented discussions, jokes, innuendoes, comments, or obscenities; and sexually suggestive letters, notes, emails, or text messages.	Agency managers 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. Agency managers 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. State government encourages qualified applicants and employees with disabilities who need a reasonable accommodation to notify their immediate supervisor, department ADA coordinator, or human resource staff of their need for a reasonable accommodation. Agency managers 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.
OTHER HARASSMENT	MATERNITY
Agency managers will not tolerate harassment of employees, clients, customers, or any other persons doing business with state government because of ***race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation, political beliefs, genetic information, veteran status, culture, social origin or condition, or ancestry***. Even mutually agreeable behavior, or behavior accepted between two or more people, can be offensive to others; for this reason, it is unacceptable. **Examples** may include, but are not limited to, oral, written, or electronic communication in the form of slurs, repeated jokes, comments, visual images, innuendoes, or other verbal or physical conduct that focuses on any protected class.	Agency managers 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 temporary disabled because of pregnancy, childbirth, or related medical conditions. Agency managers 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. The State of Montana recognizes six (6) calendar weeks as a reasonable period of recovery following childbirth.
EQUAL PAY	RELIGION
Agency managers 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.	Agency managers encourage qualified applicants and employees who need reasonable accommodations because of their religious beliefs or practices to notify their immediate supervisor, department EEO officer, or human resource staff of their need for an accommodation. An accommodation is not reasonable if it would create an undue hardship on a department.
GENETIC INFORMATION	MILITARY OR VETERAN STATUS
Agency managers will not discriminate against applicants or employees because of genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects 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.	Agency managers will ensure employees who serve or 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.

Retaliation is Illegal

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. ***Agency managers will not retaliate or allow others to retaliate!***

The State Human Resources Division has outlined the state's complaint resolution procedures in the Equal Employment Opportunity (EEO) - Nondiscrimination - Harassment Prevention Policy, Administrative Rules of Montana (ARM) 2.21.4001 et seq., located at http://hr.mt.gov/hrpp/policies.mcpx.

If you wish to report a complaint, you can:

- Contact an agency manager or the agency's EEO Officer, Americans with Disabilities Act (ADA) Coordinator, or human resource staff. The State Human Resources Division recommends using the complaint form located at http://hr.mt.gov/hrpp/policies.mcpx when filing a complaint within the department.
- File a complaint with the Human Rights Bureau, Department of Labor and Industry (P.O. Box 1728, Helena, MT 59624, 1-800-542-0807) within 180 days of the act or within 300 days if you used an internal complaint procedure.

If you are not a victim of discrimination, but you observed actions against other employees, clients, or customers you believe to be discrimination, please contact an agency manager or the agency's EEO Officer, ADA Coordinator, or human resource staff.

Alternate Accessible Formats: You can request alternate accessible formats of this poster by contacting the State Diversity Program Coordinator at 406-444-3984 or TDD 406-444-1421.

EEO Officer's Contact Information

September 12, 2011

ADA Coordinator's Contact Information