

EQUAL OPPORTUNITY ADVISORY COMMITTEE

The RIDOC, consistent with State EEO Office policy, has established an Equal Opportunity Advisory Committee responsible for assisting in the preparation and review of the Department's Affirmative Action Plan, as well as making recommendations to the Director regarding improvements to the Department's ongoing equal employment opportunity/affirmative action efforts.

Current EOAC membership includes:

Ray Lambert – *State EEO Officer*
Paul Mancini – *Human Resources Administrator*
Arthur Bedard – *Inmate Accounts*
Michele Berkley – *Woonsocket Probation & Parole*
Danilo Claros – *J.J. Moran Facility*
Dantes Carrasco – *J.J. Moran Facility*
Charles Dawson – *J.J. Moran Facility*
Deborah Davis – *J.J. Moran Facility*
Thomas Doyle – *High Security Center*
Suzanne Glucksman – *Correctional Industries*
Tara Igoe – *Kent County Superior Court*
Tiffani Isom – *Donald Price Facility*
Robert McCutcheon – *Admin.-A*
Linda Milner – *Human Resources, EOAC Advisor*
Jacqueline Ming – *Superior Court*
Michael Moore – *Women's Facilities*
Ernest Myers – *Minimum Security*
Laura Nevadonski – *Central Distribution Center*
Maria Palomares – *Training Academy*
Joseph Rhodes, Secretary – *Pinel Building*
Audra Russo – *Admin.-A*
Jane Ryan, Chair – *Admin.-B*
Patricia Threats – *J.J. Moran Facility*
Effuah Wariebi-Harris – *Providence Superior Court*
Dot Wiencis – *Admin-B Building*
Karen Zambarano, Vice Chair – *Admin-B*

EEO Review Panel

This six-member panel, created by the Director, affords applicants for hire or promotion a forum for airing allegations of employment discrimination. Anyone who interviews for a position in the Department and wishes to lodge a complaint should contact **Linda Milner, Human Resources, (401) 462-5112.** (RIDOC Policy 3.03-5)

OFFICE OF HUMAN RESOURCES

Department of Corrections Tel (401) 462-3250
39 Howard Avenue Fax (401) 462-2685
Cranston, RI 02920 TTY 711

The purpose of this brochure is to:

Communicate the RIDOC's commitment to equal employment opportunity for all qualified applicants regardless of race, color, creed religion, age sex, ethnicity, national origin, veteran status, marital status, sexual orientation, gender identity, or the presence of a sensory, mental, or physical disability, or other status protected by law. (RIDOC Policy 3.03-4a)

Protect all employees from discrimination and harassment to ensure a work environment free from antagonistic, intimidating, menacing, humiliating, threatening and/or harassing behaviors and physical attacks. (RIDOC Policy 3.29)

Educate and guide all employees on the RIDOC's policies and procedures for reporting complaints of alleged discrimination, sexual harassment, discrimination, workplace conflict, and/or violence. (RIDOC Policy 3.27)

Communicate the policy of the RIDOC, consistent with the Americans with Disabilities Act, to provide reasonable accommodations to qualified applicants and employees with disabilities in order to enable them to reasonably perform the essential functions of their jobs. (RIDOC Policy 3.30)



Referenced policies are available on the Intranet at: <http://webserver.doc.state.ri.us.local/policies/index.asp>

EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION



The RIDOC is firmly committed to maintaining a workplace free from discrimination, sexual harassment, hostility, intimidation, and reprisal of any kind.



**Rhode Island
Department of Corrections**

PROHIBITED CONDUCT

Harassment

Language, written communications, or gestures which are intended to antagonize, intimidate, menace, ridicule, taunt, embarrass, insult, provoke, threaten (explicitly or implicitly), frighten, or harm another person for reasons including, but not limited to race, ethnicity, national origin, religion, gender, age, handicap, or sexual orientation. (RIDOC Policy 3.03-5)

Sexual Harassment

Any unwelcome sexual advances or requests for sexual favors and/or other verbal or physical conduct if made either explicitly or implicitly a term or condition of an individual's employment or when submission or rejection is used as a basis for employment decisions. Any conduct so infused with hostility towards members of one sex that it alters the conditions of employment, interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment (RIDOC Policy 3.03-5).

Violence

Assault – Any willful attempt or threat to inflict injury upon another may be committed without actual touching, striking, or doing bodily harm to another.

Battery – Intentional and wrongful contact with a person without his or her consent that entails some injury or offensive touching.

Physical Attack – Unwanted and/or hostile physical contact, including but not limited to hitting, fighting, pushing, shoving, and the throwing of objects.

Threat – Expression of present or future intent to cause harm. (RIDOC Policy 3.29)

The above specified behavior(s) constitute workplace violence and shall be immediately referred to the RIDOC Office of Inspections at (401) 462-2551.

FORMAL COMPLAINTS

Complaints of Discrimination or Sexual Harassment

It is an employee's prerogative to file a complaint either internally (within the RIDOC) or with an appropriate external agency. Internally, an aggrieved employee may opt to submit a written report to his/her immediate supervisor, next level in the chain of command (if the complaint is against the immediate supervisor) or the Department's EEO/ADA Coordinator at **(401) 462-5112**. Complaints may also be filed externally with the RI Department of Administration's State EEO Office (401) 222-3090, the Rhode Island Commission for Human Rights at **(401) 222-2661**, the Governor's Commission on Disabilities **(401) 462-0100 (TTY 711)**, or the Federal EEO Commission **1-800-669-4000**. (RIDOC Policy 3.03-5)

Resolving Workplace Conflict

~An employee who experiences or witnesses (either on duty or off duty) actions, conduct, behavior, and/or communication that contribute or may contribute to workplace conflict must immediately inform his/her supervisor.

~Aggrieved employees are encouraged to communicate directly, either verbally or in writing, with the other employee in an effort to resolve the situation. If both parties are members of the same bargaining unit, the aggrieved employee is encouraged to contact his/her union representative for assistance and intervention.

~If the aggrieved employee is unwilling to communicate directly with the other employee, or if such efforts have failed, s/he should attempt to resolve the situation at the first level in his/her chain of command or skip a level of command if the immediate supervisor is the accused.

~If for any reason, a staff member fears that such information would place her/himself at risk or personal harm, s/he may skip a level in the chain of command or report information directly to the Director or the Assistant Director who oversees the respective work unit.

~Initial notification may be verbal, but written reports are required of all complainants and witnesses, as soon as practicable. (RIDOC Policy 3.27)

~The Department takes all allegations seriously, conducts prompt and thorough investigations, and takes immediate and appropriate corrective action as warranted. In certain circumstances, employees are offered a Dispute Resolution Process under which an impartial facilitator promotes communication between employees to resolve a dispute.

AMERICANS WITH DISABILITIES ACT (ADA)

Reasonable Accommodations

Applicants who seek reasonable accommodation during the interview and selection process must contact the RIDOC's ADA Coordinator at **(401) 462-5112** and explain their need for accommodation at least five (5) business days prior to the interview or other activity at which they would need an accommodation.

Applicants seeking a reasonable accommodation who have been extended a "conditional offer of employment," when accepting that offer, shall be given a "Reasonable Accommodation Request Form" (CS-388A) for completion and must return it to a Human Resources support staff member who will forward the request to the ADA Coordinator.

Current employees who are seeking a reasonable accommodation may obtain a "Reasonable Accommodation Request Form" (CS 388A) from the ADA Coordinator or Personnel Office. The form must be returned to the ADA Coordinator for processing.

Employees may be asked to provide reasonable documentation necessary to establish that they have a qualifying disability under the ADA. It is the policy of the RIDOC to provide reasonable accommodations to qualified applicants and employees with disabilities that do not pose a safety/security risk or an undue hardship to the Department. (RIDOC Policy 3.30)