

POLICY NUMBER: 2.01.150**EFFECTIVE DATE:** 6/21/12**TITLE:** Equal Employment Opportunity/
Affirmative Action**SUPERSEDES:** 7/20/06**BOARD ADOPTION:** 6/21/12**APPROVED:** **PURPOSE**

This policy affirms the commitment of the Washington State Investment Board (WSIB) to providing equal employment opportunity in accordance with the principles, intent and purposes of federal and state laws and regulations, and recognizes that affirmative action is an effective, legal tool for attaining and maintaining parity within the workforce.

POLICY

The Board will affirmatively provide equal employment opportunity and equal access to its programs and services for all persons without regard to race, color, creed, religion, sex, honorably discharged veteran or military status, sexual orientation, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or national origin or lawful business relationship. The objective of this policy is to provide equal employment opportunity and access to the WSIB's services and programs in a fair and impartial manner.

Employment Practices

For the purpose of eliminating barriers and improving employment opportunities available to underutilized groups, this policy shall be implemented in recruitment, hiring, career development, training, promotion, transfer, retention, reclassification, corrective/disciplinary action, termination, reversion, and temporary appointments.

Contractual Agreements

This policy is also applicable to any contractual agreements entered into by the WSIB. In accordance with RCW [49.60](#), the WSIB will not knowingly conduct business with any entity which discriminates against members of protected groups.

Employee Responsibilities

Equal employment opportunity and affirmative action are vital responsibilities and, as such, assume equal importance within all functions of the agency. It shall be the responsibility of each agency employee to comply with and promote this policy.

In recognition of the rights of each individual, and the responsibility of all employees to maintain a working environment free from all forms of discrimination, employees are prohibited from engaging in any form of racial, religious, or sexual harassment including jokes, slurs, and innuendos. This behavior is inappropriate in the work environment and may be grounds for disciplinary action or termination.

Employee Training

Training is available to all employees through the Department of Enterprise Services. Other training and development activities are available through educational institutions, professional organizations, and private vendors.

Training attendance shall be objectively and equitably managed within work units and divisions. Records of attendance will be monitored to ensure that opportunities for training and development are consistent with the provisions of this policy. Reasonable accommodations shall be made for persons with disabilities.

STATUTORY REFERENCES

The WSIB's policy is based on Presidential Executive Orders 11246 (as amended) and 11478; Congressional Federal Register (CFR) Title 41, Part 60-2, Revised Order No. 4; Title VII of the Civil Rights Act of 1964, as amended by the President on March 24, 1972; Equal Employment Opportunity governing guidelines, CFR Titles 28, 29, and 43; the Vietnam-era Veterans Readjustment Act of 1974; the Governor's Executive Order 91-06 and RCW [49.60](#) and [43.43](#).

COMPLAINT PROCEDURE

All comments, questions and complaints regarding the provisions and implementation of this policy should be addressed to the Executive Director, Washington State Investment Board, P.O. Box 40916, Olympia, Washington, 98504-0916, (360) 956-4600.

POLICY REVIEW

The Board shall review this policy at least once every three (3) years to ensure that it remains relevant and appropriate.

Policy Adopted 6/30/90
Revised 3/17/93
Revised 10/16/03
Revised 7/20/06
Reviewed 4/16/09
Revised 6/21/12
Reviewed 6/18/15