



# OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

<b>POLICY TITLE:</b> <b>Reporting Discrimination and other Employee Concerns</b>	<b>AUTHORIZED BY:</b> <b>Sarah H. Steelman</b> Commissioner
<b>POLICY :</b> <b>B-29</b>	<b>PAGE:</b> <b>1 of 3</b>
<b>ISSUED:</b> <b>August 1, 1990</b>	<b>REVISED:</b> <b>August 28, 2018</b>

## I. GENERAL STATEMENT

The Office of Administration (OA) is committed to creating a professional and productive environment for its employees and those it serves. In furtherance of that commitment, OA will not tolerate unlawful discrimination and other illegal acts. OA supervisors and managers are responsible for helping to create a professional and productive work environment free from unlawful discrimination and other illegal activity.

The primary purpose of this policy is to provide an opportunity for employees to report instances of unlawful discrimination or other illegal acts occurring within or in association with the Office of Administration.

Employee concerns apart from instances of unlawful discrimination or other illegal acts should be reported as described in section VI of this policy.

Reports of sexual harassment should be made as outlined in Policy B-26.

## II. REPORTING UNLAWFUL DISCRIMINATION

A. Reporting Unlawful Discrimination. Any employee who believes that he or she has been subjected to unlawful discrimination or who has observed unlawful discrimination shall immediately initiate a formal complaint with any of the following OA representatives:

1. His or her supervisor, or if the employee believes that the supervisor is involved in the unlawful discrimination or will not be impartial, then the employee may report the complaint to the supervisor's immediate or subsequent supervisor(s) with whom the employee feels comfortable reporting;
2. The Human Resource contact person within the employee's Division;
3. The Human Resources Director for OA. The Human Resources Director can be contacted at Truman Building, Room 430, Jefferson City, MO 65102, telephone number (573) 522-4169; or
4. The Deputy Commissioner of OA. The Deputy Commissioner's contact information is: Commissioner's Office, Capitol Building, Room 125, Jefferson City, MO 65102, telephone number (573) 751-1851.



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- B. Reports should clearly identify the unlawful discrimination experienced or observed by the employee. Please attach any documents that demonstrate the activities that are the basis for your concern.
- C. Any OA employee receiving a complaint shall provide the complaint and related information or documentation to the Human Resources Director.
- D. No reference to the report will become part of the employee's personnel record.

### III. REPORTING OTHER ILLEGAL ACTS

- A. An Office of Administration employee may report to the Human Resources Director any other illegal act involving state government agencies or employees, whether within the Office of Administration or another agency. Reports concerning the Human Resources Director may be made to the Deputy Commissioner.
- B. Reports may be presented orally or in writing. If in writing, please attach any documents that demonstrate the activities that are the basis for your concern.
- C. Reports should clearly identify the illegal act experienced or observed by the employee. Reports without such an identification may be treated as reports under section VI of this policy.
- D. Identification of the reporting individual will be confidential to the extent practical, unless otherwise required by law, or as permitted by the reporting employee. No reference to the report will become part of the employee's personnel record.
- E. The Human Resources Director may be reached at 573-526-4279 or Room 430, Truman Building. The Deputy Commissioner may be reached at 573-751-1851 or Room 125, Missouri State Capitol Building.

### IV. RESPONSE TO REPORTS OF UNLAWFUL DISCRIMINATION OR OTHER ILLEGAL ACTS

The Human Resources Director or the Deputy Commissioner will undertake appropriate review and respond to each report received.



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## **V.     PROHIBITION AGAINST RETALIATION**

The Office of Administration prohibits retaliation against any person who in good faith files a report of unlawful discrimination or other illegal acts, or who testifies, assists, or participates in any investigation of the same. Retaliation is a serious violation of this policy. Any employee who believes that he or she has been retaliated against shall immediately report it to the Human Resources Director or the Deputy Commissioner.

## **VI.    REPORTING OTHER EMPLOYEE CONCERNS**

- A. Employees may also report other concerns regarding Office of Administration employees, facilities, or any other aspect of their work environment that are not covered by section II of this policy.
- B. Reports under this section should be made to the employee's supervisor. If the circumstances of the concern make the employee uncomfortable with reporting the concern to their supervisor, the report should be made to a higher level of the employee's supervisory chain or to the Human Resources Director.
- C. Reports may be presented orally or in writing. If in writing, please attach any documents that demonstrate the activities that are the basis for your concern.
- D. Identification of the reporting individual will be confidential to the extent practical, unless otherwise required by law, or as permitted by the reporting employee.
- E. Supervisors should exercise their discretion in addressing employee concerns reported under this section, but will involve the Human Resources Director as needed.

## **VII.   RESPONSE TO REPORTS OF OTHER EMPLOYEE CONCERNS**

The supervisor or Human Resources Director will undertake appropriate review of each report received.