

**POLICY STATEMENT
ON
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

Consistent with federal and state laws and guidelines established for equal employment opportunity and affirmative action, I would like to affirm my continuing policy to provide equal employment and advancement opportunity in all job classifications of this agency without regard to political or religious opinion or affiliation, race, creed, gender, age, color national origin, or disability, so long as the disability does not render the person unable to do the work for which employed.

The principles of equal employment opportunity apply to all employment practices and personnel actions throughout the agency, including recruiting, hiring, promotions, demotions, separations, training, transfers, layoffs (RIF), recall, compensation, benefits and all other terms and conditions of employment. I want to remind each employee that all personnel actions as well as all decisions relating to employment practices are to be made in accordance with the spirit of equal employment opportunity for all.

We have developed an affirmative action plan to help us achieve our goal of equal employment opportunity for all. Marty Hanifin, located in Shepherd Mall, Suite 5, telephone number (405) 271-2723, e-mail address martyh@cib.state.ok.us, has been delegated the responsibility of implementing the plan, including monitoring and evaluating our progress and reporting the results to me.

In addition, Marty Hanifin is assigned to serve as the Affirmative Action/Equal Employment Opportunity Officer for this agency. He is available to any employee having questions or needing assistance in regard to affirmative action or equal employment opportunity in this agency.

My personal commitment to this policy is complete. I accept overall responsibility for equal employment opportunity and affirmative action within this agency. I expect each and every employee to perform his/her duties and responsibilities in a manner that will demonstrate this agency's firm commitment in this most important area.



Nathan Powell, Administrator (Appointing authority)
Construction Industries Board

September 1, 2009
Date

CONSTRUCTION INDUSTRIES BOARD

POLICY AGAINST SEXUAL HARASSMENT

It is the policy of the Construction Industries Board not to discriminate in any of its employment practices on the basis of political or religious opinion or affiliation, race, creed, color, gender, age, ancestry, national origin, marital status or disability, so long as the disability does not render the employee unable to do the work for which employed. Any form of unlawful discrimination to which this policy applies is a very serious matter and will not be tolerated.

Sexual harassment is a form of unlawful discrimination based on sex. In some circumstances, it may violate other laws (for example, criminal assault). Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Conduct prohibited by this policy includes, but is not limited to:

- Unwelcome sexual flirtation;
- Advances or propositions for sexual activity;
- Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes;
- Sexually degrading language to describe an individual;
- Remarks of a sexual nature to describe a person's body or clothing;
- Display of sexually demeaning objects and pictures;
- Offensive physical contact, such as unwelcome touching, pinching, or brushing the body;
- Coerced sexual intercourse;
- Sexual assault.

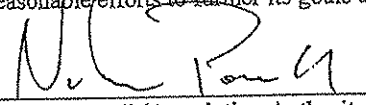
Such conduct is unlawful discrimination based on sex when submission to such conduct is explicitly or implicitly a requirement of the individual's employment, or used as a basis for any employment-related decision concerning that individual, or when such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment will not be condoned. Employees are absolutely prohibited from engaging in sexual harassing behavior. Furthermore, any supervisory employee, employee with authority for personnel matters, or other agent or officer of this agency who knows or should have known that an employee of this agency is being subjected to sexual harassment must either take immediate corrective action or report the facts to the Executive Assistant or to me. *All employees have a duty to immediately report sexual harassment to a supervisor, the Executive Assistant, or directly to me.*

Appropriate disciplinary measures will be taken against any employee who causes, engages in, encourages, condones or otherwise permits unlawful sexual harassment, as well as supervisory or other responsible employees who fail to take corrective action as provided above. Such conduct may be grounds for disciplinary action, up to and including termination of employment.

Any employee who believes that he or she has been the victim of sexual harassment may complain of discrimination based on sex in accordance with this agency's grievance procedure or the complaint may be filed directly with me. Any employee attempting to penalize or retaliate against another employee for filing a complaint, reporting an incident of sexual harassment, or cooperating with an investigation of alleged sexual harassment, shall be subject to disciplinary action, up to and including termination of employment.

It is the responsibility of all employees in this agency, supervisory and non-supervisory, to adhere to this policy and to use all reasonable efforts to further its goals and spirit.


Nathan Powell (Appointing Authority)
Administrator

September 1, 2009
Date

(1.2) RESPONSIBILITY FOR AA/EEO IMPLEMENTATION

While the Appointing Authority exercises overall responsibility for equal employment opportunity and affirmative action within this agency, the Business Manager has been designated as the primary EEO/AA Officer to assist in the implementation and monitoring of the program. This position has sufficient authority to insure program implementation and is supervised by and reports directly to the Appointing Authority on all matters relating to the EEO/AA program. He is an attorney licensed in the State of Oklahoma and has previously served as a human resource officer in state government. He is aware of current social and economic conditions and interrelationships of majority and minority groups. Among his duties are the following:

- developing affirmative action programs, plans, policy statements, and internal communications
- assisting in the identification of problem areas and effecting solutions to problems
- serving as liaison between the agency and various state and federal compliance agencies
- keeping various organizational levels informed of developments in the EEO area
- ensuring that EEO information is disseminated and prominently displayed when appropriate
- monitoring agency personnel practices to ensure no discriminatory practices exist.

The Appointing Authority is knowledgeable and has had training on federal and state civil rights and equal opportunity legislation and regulations.

Manager and Supervisor responsibilities include awareness of problem areas; eliminating any impediments to goal attainment; conducting career counseling with employees, with special attention given to minorities, women, disabled persons and older workers to ensure they have full access to opportunities for career progression; and regular communication with staff to emphasize the agency's EEO policies, including the policy against harassment of employees.

Employee responsibilities include being familiar with the EEO/AA program and applying these laws, rules, regulations, policies, and procedures fairly and impartially toward all persons, without regard to race, color, creed, sex, age, national origin, disability, religion, or political opinion; to exhibit an attitude of respect, courtesy, and cooperation toward fellow employees and the public; and to aid supervisors and managers in carrying out their responsibilities with regard to the EEO/AA program.

(1.3) DISSEMINATION OF PLAN AND POLICY

Upon approval, the EEO/AA policy will be presented orally and in writing at the next full staff meeting. It will be available to employees on the agency computer network under

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“policies and procedures.” Public access to the plan will be provided upon request. Related posters and policy statements are currently displayed prominently on a secure bulletin board in a common area of the office. The EEO/AA insignia is included on all employment advertisements and a briefing of the subject is covered with all new employees.

The Plan will be posted on the agency web site and disseminated to managers, supervisors, and other key staff with instructions for them to make their respective employees aware of its contents, location, and availability to them at all times.

(1.6) EVALUATION OF PRECEDING YEARS' AA/EEO EFFORTS

The period covered by this report is July 1, 2008 through June 30, 2009. During this time, CIB experienced position turnover or other activity in each of its four position categories: Official/Administrator; Professional; Skilled Worker; and Administrative. Activity in each of these areas is identified in greater detail below along with race and gender information on the individuals hired.

- Official/Administrator: CIB hired an interim administrator to lead the agency until a permanent administrator could be recruited and hired. Both the interim and permanent administrator hires occurred during the period covered by this report, and both were white males.
- Professional: CIB established and filled a business manager position (white male) and eliminated its information technology position (white male).
- Skilled Worker: A mechanical supervisor vacancy was filled by promotion of a CIB mechanical field investigator (white male). The resulting investigator position was left vacant for the remainder of FY 2009.
- Administrative: An administrative technician was promoted to handle inspector licensing (white female). Additionally, there was turnover in another administrative technician position (white female hired and succeeded by a black female).

All positions were filled utilizing an active advertisement and interview process. A combination of newspaper and electronic advertising was used for all recruitments other than internal promotions. Advertising efforts included the Black Chronicle, other area papers, and utilization of the OPM and CIB websites.

CIB conducts structured interviews to selected candidates to ensure a fair process. The structured questions are focused on experience and knowledge related to the skills needed for the position being filled.

Comparing its hiring goals from the previous year to its actual hires in 2009, CIB did succeed in hiring a minority female to fill an administrative position. The stated goal was to hire a Hispanic female administrative worker. The actual hire was a black female

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administrative worker. CIB did not meet its goal of hiring a black skilled worker into its field investigator or supervisor ranks. The only vacancy that occurred in this area was the mechanical field supervisor position. The position was filled internally, leaving a field investigator vacancy which remained unfilled for the balance of the year.

The 2008 CIB Affirmative Action Plan identified male dominance in the construction industry as a key challenge or obstacle in achieving CIB's affirmative action goals. The disproportionately small number of licensed females in the construction trades makes it more difficult for CIB to attract and hire female field investigators or supervisors to fill open positions. As it has continued to do whenever vacancies occur, CIB actively advertises in publications and posts position announcements on the CIB web page.

**(1.7) IDENTIFICATION AND ANALYSIS OF PROBLEM AREAS;
CORRECTIVE ACTION**

The CIB Business Manager has been assigned responsibility for implementing the CIB equal opportunity and affirmative action plan.

Field Investigator / Occupational Licensure Specialist remains the majority employee classification (15 positions). These positions are aligned under three construction trades: plumbing, electrical, and mechanical. A qualified applicant must have extensive knowledge and experience in the relevant area. Because of the male dominated nature of these and other construction trades, CIB has committed to making extra effort to reach and attract female and minority candidates when investigator or supervisor trade positions are recruited. Going forward, CIB shall utilize statewide demographic data and the CIB licensee database to conduct targeted mailings to licensees living in areas with higher percentages of minority residents. In this way, CIB hopes to increase the number of qualified minority applicants for CIB openings. CIB will continue to utilize various newspaper and media outlets to also reach female and minority populations.

As an example of the proposed approach, CIB this year conducted a recruitment for an electrical supervisor position. In addition to media advertising to include regional and statewide newspapers, CIB also placed advertising in the Black Chronicle. Using its licensee database and cross-referencing to statewide minority demographic data, CIB conducted a targeted mailing to licensees residing in zip codes with 25% or greater African-American residents. This data mining identified approximately 150 licensed individuals who were sent the position announcement.

Development and advancement of current employees is pursued through formal training opportunities, cross training within the office, and a focused effort to advance existing employees when opportunities arise. While turnover within this small agency is anticipated to be minimal, special attention will be paid to areas of underutilization when vacancies arise.

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Current CIB employee data reveal either underutilization or overrepresentation in all four position categories in which it has employees: Official/Administrator; Professional; Skilled Worker; and Administrative. Because CIB has only one position in each of the Official and Professional categories, it will always be the case that these categories will evidence either under- or overrepresentation. While no vacancy in these two areas is anticipated in the coming year, CIB will, in the event of such a vacancy, continue to utilize general and targeted media publications to reach women and minorities.

At present, CIB anticipates up to two skilled worker vacancies. Using advertising and data mining of its licensee database, CIB hopes to successfully hire one or more female minority or non-minority skilled workers in either its field investigator or supervisor ranks. In companionship with this goal, CIB hopes to successfully increase its minority presence among its skilled workers by attracting a male American Indian. Success in any of these areas will effectively address current under representation.

Summary of CIB 2009 Personnel Transactions Report (July 1, 2008 – June 30, 2009):

The report identifies 5 new hires. These are: 1. Interim Administrator; 2. Permanent Administrator; 3. Business Manager; 4. Administrative Technician; 5. Administrative Technician.

The report identifies 2 promotions. These are: 1. promotion of mechanical investigator to mechanical supervisor; and 2. promotion of an administrative technician to administer the inspector licensing program.

The report identifies 3 separations. These are: 1. termination of the CIB information technology position; 2. termination of the Interim Administrator; and 3. termination of an administrative technician.