

**Oklahoma Department of Corrections**  
**ADMINISTRATOR'S POLICY STATEMENT**  
**FOR EQUAL EMPLOYMENT OPPORTUNITY**

The Oklahoma Department of Corrections (ODOC) is committed to making employment decisions consistent with federal and state laws and guidelines established for equal employment opportunity. I would also like to affirm my continuing commitment to provide equal employment and advancement opportunity in all job classifications of this agency. Employment decisions in all job classifications are to be made based on valid requirements for employment opportunities. They are to be made without regard to political or religious opinion or affiliation, race, creed, color, gender, age, national origin, veteran status, or disability, so long as the disability does not render the employee unable to do the work for which they are employed.

The principles of equal employment apply to all employment practices and personnel actions throughout the agency including: recruiting, hiring, promotions, demotions, separations, transfers, layoffs (RIF), recall, compensation, benefits, and all other terms and conditions of employment. 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. Employment decisions are to be made based on valid requirements for employment opportunities.

The Employee Rights and Relations unit, located at the ODOC administration building, 3400 Martin Luther King Avenue, Oklahoma City, OK, 73111, telephone number (405) 425-2557, has been delegated the responsibility of monitoring and evaluation of equal opportunity utilization. Information about the ODOC Employee Rights and Relations unit and ODOC policies addressing equal employment opportunity, discrimination and sexual harassment can be found at [https://www.ok.gov/doc/Organization/Administrative\\_Operations/Employee\\_Services/Employee\\_Rights\\_&\\_Relations/](https://www.ok.gov/doc/Organization/Administrative_Operations/Employee_Services/Employee_Rights_&_Relations/).

The employees of the Employee Rights and Relations unit are available to any employee who has questions or who needs assistance in regard to equal employment opportunity for this agency.

I am personally committed to accept the overall responsibility for equal employment opportunity within this agency. I expect each and every employee to perform his or her duties and responsibilities in a manner that will demonstrate this agency's firm commitment in this most important area. Agency employees are expected to maintain a work environment free of discrimination, demonstrate sensitivity and respect for all employees, and to make every reasonable effort to assure equal opportunity is available to all employees and applicants.



Joe M. Allbaugh, Director

3.15.16  
Date