

Policy Statement Against Sexual Harassment

It is the policy of the Oklahoma Accountancy Board not to discriminate in any of its employment practices on the basis of race, color, religion, sex, national origin, age, marital status, political affiliation or opinion, 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; and
- 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 an Assistant Administrator or to me.

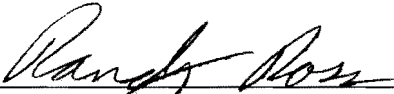
All employees have a duty to immediately report sexual harassment to a supervisor, an Assistant Administrator, or directly to me.


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.


Randy Ross
Executive Director


Date

1.2 Responsibility for Affirmative Action and Equal Employment Opportunity

1.2.1. Appointing Authority's Responsibility

It is the responsibility of the appointing authority to exercise overall responsibility for equal employment opportunity and affirmative action within the OAB. The appointing authority is responsible for appointing an Affirmative Action/Equal Employment Opportunity (AA/EEO) Liaison for the agency.

1.2.2. EEO/AA Officers' Responsibility

The AA/EEO Liaison is responsible for the implementation and monitoring of the agency's AA/EEO program. The responsibilities of the AA/EEO Liaison include:

- A. Developing affirmative action programs, plans, policy statements, and internal communications.
- B. Assisting in the identification of problem areas and effective solutions to problems.
- C. Designing and implementing audit and reporting systems to:
 1. Measure the effectiveness of the agency's program.
 2. Indicate remedial action needed to correct deficiencies.
 3. Determine the degree to which the agency's goals and objectives have been attained.
- D. Serving as liaison between the agency and the various state and federal compliance agencies.
- E. Serving as the agency's outreach and referral resource for minority organizations, women's organizations, organizations for disabled and older persons, and community action groups concerned with employment opportunities for minorities, women, disabled and older persons.
- F. Investigating cases and drafting recommendations for resolution of discrimination complaints.
- G. Keeping the agency's various organizational levels informed of developments in the EEO area.
- H. Inspecting the agency's various worksites to ensure that EEO information is being disseminated and prominently displayed when appropriate.
- I. Monitoring the agency's personnel practices to ensure no discriminatory practices exist.

1.2.3. Line Managers/Supervisors

The responsibilities of management staff members include:

- A. Assisting in the identification of problem areas and establishment of unit goals and objectives.
- B. Monitoring training programs and hiring and promotion patterns to eliminate any impediments to goal attainment.
- C. 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 (i.e., transfers, promotions, training, etc.).

- D. Active involvement with organizations that work with or on the behalf of minorities, women, disabled and older persons, as well as community-based agencies and leaders.
- E. Scheduling regular meetings and training sessions with supervisory staff and/or employees to keep them abreast of policy changes and program objectives.
- F. Regular communication with staff to emphasize the agency's EEO policies, including the policy against harassment of employees.

1.2.4. Employees

All employees have a responsibility to contribute to equal employment opportunity within the OAB and to see that the program is faithfully executed. These responsibilities include:

- A. Apply all 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 or affiliation.
- B. Exhibit an attitude of respect, courtesy, and cooperation toward fellow employees and the public.
- C. Aid supervisors and managers in carrying out their responsibilities with regard to the EEO/AA program.
- D. Be familiar with the affirmative action plan and make a good faith effort to complete their assigned responsibilities as identified in the plan.

1.3 Dissemination of Affirmative Action Plans

1.3.1. Internal

Internal communication of the agency's Affirmative Action Plan will be accomplished in the following manner:

- A. A copy of the signed policy statement and the Affirmative Action Plan will be provided to all current employees and new hires.
- B. All new hires will be briefed on the EEO/AA policy and their responsibilities in the EEO/AA program.
- C. A copy of the signed policy statement will be placed on the agency's website and shared computer network drive.

A copy of the Affirmative Action Plan is given to each new employee. During the new employee orientation session, each new hire is told of the importance of having a workplace free of illegal discrimination. An overview of the policies on affirmative action/equal employment opportunity, sexual harassment and harassment are discussed in detail. New hires are told during their orientation session that the policies on discrimination, harassment and sexual harassment are contained in the agency's affirmative action plan and that the agency does not condone illegal discrimination in any manner. New hires are told that they have a responsibility to report such behavior

to the Executive Director. The OAB posts the Equal Employment Opportunity Policy Statement and the Sexual Harassment Policy Statement on a bulletin board in the office break area. Any individual who supervises others is presented with information relating to the proper implementation of this plan and all personnel are advised of any changes, that affects them through periodic group meetings.

1.3.2. External

It shall be the policy of the OAB to provide the agency's policy statement and plan to the public and interested parties in the following manner:

- A. A copy of the agency's policy statement and plan will be posted on the OAB's public website.
- B. A copy of the agency's policy statement and plan will be provided to community groups, minority organizations and women's organizations upon request, and at any other time when such communication is deemed appropriate.
- C. A copy of the policy statement and plan will also be provided to colleges, universities and state employment office upon request.
- D. A statement of this agency's commitment to equal employment opportunities will be included in all advertising for positions available in this agency.

This plan and the agency's policies regarding employment decisions are available for public inspection during regular office hours, 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding official state holidays. Copies of these documents will be provided to anyone who makes such a request. Requests for a copy of the plan or policies should be made by calling (405) 521-2397.

1.4 Disabled Persons and Older Persons

The OAB is committed to equal employment opportunity for disabled persons and persons over 40 years old with its non-discriminatory advertising for positions. To further evidence the agency's commitment, on June 30, 2012, the OAB had four out of ten staff members over the age of forty.

1.5 Training and Recruitment

1.5.1. Training

Training opportunities are provided to all employees on a non-discriminatory basis that will:

- A. Improve employee's current performance
- B. Qualify employee for advancement to higher-level positions; or
- C. Fill positions, which have been identified as line of progression

1.5.2. Recruitment

An active recruitment of new employees will be utilized which affords the best opportunity to maintain an appropriate work force balance in all job categories. The

OAB posts job announcements on its own website and sends job announcements for unclassified vacancies to the Office of Personnel Management (OPM) for inclusion on its job announcement website. Additional recruitment tools such as recruitment advertisements in local and statewide publications are used when deemed appropriate.

1.6 Evaluation of Preceding Years' AA/EEO Efforts

Good Faith Efforts:

As of June 30, 2012, 20% of the OAB staff members were minorities, and 60% were women. The OAB had no new hires, separations or demotions during FY 2012.

There were no vacancies the OAB attempted to fill during FY 2012; however, when vacant positions occur, the OAB will continue to advertise in such a way as to offer the information on a wide-spread scale to all interested persons, both internally and externally, regardless of their race, creed, color, sex, national origin, age, religion, political affiliation or opinion or disability. The OAB applies every good faith effort to ensure that qualified minorities and women are among the candidates available to fill each position and that they are fairly considered. In each employment advertisement and job announcement the OAB will include notice of its commitment to equal employment opportunity. For assistance in recruiting from minority groups, the OAB will post job announcements on its own website and send job announcements to the Human Capital Management Division of the Office of Management and Enterprise Services for inclusion on its job announcement website.

Though the OAB is a small agency, when vacancies occur the OAB will continue to make every effort to achieve its affirmative action goals.

1.7 Identification and Analysis of Problem Areas; Corrective Action

The procedures and practices of the OAB have been reviewed to ensure compliance with all applicable statutes, rules, policies and procedures. The OAB did not find any problem areas. The procedures and practices of the OAB are designed to increase the number of qualified minorities and females that are included in the pool of applicants, to ensure that each applicant is impartially considered, and to result in the selection and appointment of the most qualified applicant.

As of June 30, 2012, 60% of the OAB staff members are female, and 20% are female minorities. The OAB will continue to seek out qualified minority applicants for consideration in all of its vacancies. Those involved in the selection process are charged with responsibility for identifying the most qualified applicants and recommending a finalist candidate for each vacancy. Ultimately, hiring decisions for all vacancies, aside from the Executive Director, the Deputy Director and in-house attorney positions, are made by the Executive Director. It is the Executive Director's responsibility to review recommendations of the selection team and the process used by the team to select the most qualified applicant as well as to be aware of how minority applicants are recruited for each vacancy.

The goals adopted in this affirmative action plan and the results of past efforts are representative of the OAB's commitment to providing equal employment and advancement opportunities 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.

1.7.1. Areas of Review

Areas of review will include, but not limited to the following:

- A. Imbalances in the work force with respect to minorities and women.
- B. Applicant flow for minorities and women
- C. The total selection process, such as position descriptions, application forms, interview procedures, final selection process, etc.
- D. Transfer and promotion patterns and practices
- E. Training and development programs
- F. Work place atmosphere
- G. Technical compliance with the affirmative action plan, such as the internal and external dissemination of the EEO/AA policy, posting of EEO posters and information for access by applicants and employees, and similar activities
- H. Recruitment and referral activities

1.7.2. Reporting Corrective Actions

In order to maintain compliance, the Executive Director will identify problem areas and take corrective actions by reporting:

- A. Problem Statement: A brief description of the situation or problem that related to a specific EEO concern.
- B. Objective: A general statement of commitment to alleviate the problem or deficiency.
- C. Corrective Action: A list of the specific, concrete action items or activities designed to correct the identified problem or deficiency.

1.8 Internal Audit and Reporting

The Executive Director will maintain or see that an internal audit and tracking system which will monitor the personnel transactions, training, and recruitment activities for reporting activities with any EEO/AA significance is maintained. An effective internal monitoring and evaluation system should enable the OAB to determine the following:

- A. Progress made towards meeting the objectives of the overall affirmative action program.
- B. Problem areas that need remedial action.
- C. Any objectives that have not been implemented.

Currently, the OAB's confidential personnel records contain:

- A. The monthly number of training hours for each employee;
- B. Promotions (when available), demotions, new hires and separations;
- C. The ethnic or race of each employee as submitted on the OPM form "Equal Employment Opportunity and Affirmative Action Statistics";
- D. When a position is available, documentation as to the recruitment procedures and resumes received.

The agency's internal audit and monitoring system includes:

- A. A description of the records maintained and methods used to report recruitment referrals, placements, promotions, demotions and separations.
- B. A description of the content and frequency of any reports prepared to provide information to managers and supervisors on the achievement of the organizational EEO/AA program goals and timetables.
- C. A description of the methods and procedures used to inform the OAB of the agency's EEO/AA program efforts and progress, problem areas and recommended corrective actions.

The descriptions of the OAB records maintained, recruitment referrals, placements, promotions, demotions, separations, etc. are enumerated in previous sections of the plan. Because the OAB is a small agency, progress reports to upper level management are not applicable since the Executive Director of the agency is the person responsible for the EEO/AA program, problem areas and the implementation of any recommended corrective actions.

2.0 Overview

The following reports are included herewith:

- Present Staffing Report
- Personnel Transactions Report
- 3-Year Evaluation of Previous EEO Reports