

Workplace Diversity and Inclusion Unit

Department of Correction's (DOC) staff is rich in varied traditions and talents, as well as professional and personal experiences. Supporting an environment that embraces and celebrates diversity translates to a safer workplace – reinforcing our vision of *Working Together for Safe Communities*.

What is Diversity?

Diversity can be defined in many different ways. What does it mean to us? Diversity encompasses acceptance and respect. Diversity is a commitment to recognizing and appreciating the variety of characteristics that make individuals unique in an atmosphere that promotes and celebrates individual and collective achievement.

Examples of these characteristics are: age; race; cognitive style; culture; disability (*mental, learning, physical*); economic background; education; ethnicity; gender identity; geographical background; language(s) spoken; marital/partnered status; physical appearance; political affiliation; religious beliefs; sexual orientation. *



Diversity Advisory Council (DAC)

The DOC has established Diversity Advisory Councils (DAC) at each institution in the state of Washington and several councils in the Community Corrections Division (CCD). These councils assist the Workplace Diversity Consultants with their charge of educating and increasing awareness around the topic of "Diversity & Inclusion" for the agency. DAC members are asked to serve in an advisory role for staff who are addressing a situation related to the topic of Diversity & Inclusion, as well as assist the agency in recruiting and retaining a diverse workforce.



* Note: This list is not all-inclusive.

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Workplace Diversity and Inclusion Program

Educating, Consulting, Facilitating, Investigating, and Mediating for Staff of the Department of Corrections



Services Provided Include:

The Workplace Diversity (WPD) Unit within Human Resources has the responsibility to administer the DOC Diversity Program in support of the DOC strategic objective *Promotes Workplace Diversity and Respect*.

The Workplace Diversity Unit:

- Offers a wide range of consultation, education, mediation, investigative services, and climate assessments related to diversity, respect, and discrimination.
- Employees may file discrimination complaints related to a protected class in any of three venues:
 1. DOC internal process:
 - Internal Discrimination Complaint (IDC)
 - Chain of Command
 - Local HR
 - CBA
 2. External – Federal Equal Employment Opportunity Commissions (EEOC)
 3. External – Washington State Human Rights Commission (HRC)

Education and Training

WPD Consultants provide one-to-one and small or large group discussions as required. As subject matter experts (SME), Consultants provide education and training in areas such as discrimination and sexual harassment.

Consultation and Facilitation

WPD Consultants work closely with all levels of DOC, providing consultation and facilitation services to assist Appointing Authorities and staff to address workplace diversity issues.

Mediation

Mediation is a formal process for resolving conflicts in which a mediator assists disputing parties to open or improve dialogue, help reach a mutually acceptable resolution, and develop a process to prevent or resolve future conflicts. Mediation is a proven alternative to help resolve workplace disputes in a confidential, safe, and neutral environment.

Investigations

The WPD unit is responsible for investigating all forms of alleged discrimination or sexual harassment in the agency. This is accomplished by using the IDC process and completing the DOC 03-065 Internal Discrimination/Sexual Harassment Complaint form.

Climate Assessments

A Climate Assessment is used to assist managers/supervisors at all levels in assessing their unit's perceptions, opinions, and beliefs about issues /concerns within the unit and make suggestions/recommendations for improvement. All members of the unit are given the opportunity to speak with a Consultant about their concerns.

Team Building

Team building is a service the Unit provides, which encompasses various types of activities used to enhance social relations and define roles within teams, often involving collaborative tasks. Team building activities are a productive way to unite a group, develop strengths, and address weaknesses. There are many different types of team building exercises depending on the nature of the issue(s).



Workplace Diversity Unit Contacts:

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For additional information:

<http://idoc/employees/resources/diversity.htm>