

APPLICABILITY

PRISON/REENTRY/FIELD

FACILITY/SPANISH MANUAL

REVISION DATE PAGE NUMBER 7/17/23 1 of 4

NUMBER **DOC 100.500**

POLICY

TITLE

NON-DISCRIMINATION FOR INDIVIDUALS

REVIEW/REVISION HISTORY:

Effective: 5/2/83 Revised: 10/1/85 Revised: 2/24/92 Revised: 4/28/04 Revised: 12/13/06 11/20/08 Revised: Revised 11/9/09 Revised: 12/21/09 Revised: 11/8/10 1/21/13 Revised: Reviewed: 12/16/15 Revised: 4/5/22 Revised: 7/17/23

SUMMARY OF REVISION/REVIEW:

Policy Statement II. - Added clarifying language II.A. - Added employee, contract staff, and volunteer responsibilities including using preferred pronouns

APPROVED:

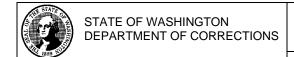
Signature on file

CHERYL STRANGE, Secretary

5/30/23

Date Signed

Department of Corrections



APPLICABILITY PRISON/REENTRY/FIELD FACILITY/SPANISH MANUAL

REVISION DATE PAGE NUMBER 7/17/23 2 of 4

NUMBER **DOC 100.500**

POLICY

NON-DISCRIMINATION FOR INDIVIDUALS

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; <u>RCW 43.06C.040</u>; <u>RCW 43.06C.060</u>; <u>RCW 49.60</u>; <u>RCW 70.84</u>; <u>Governor's Executive Order 96-04</u>; DOC 550.100 Resolution Program; DOC 690.400 Individuals with Disabilities; <u>42 U.S.C. 1997</u>

POLICY:

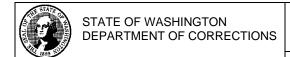
- I. The Department prohibits discrimination, including harassment and retaliation, or unfair/illegal treatment of individuals under the Department's jurisdiction on the basis of genetic information (e.g., national origin, ancestry, race, color), religion/creed, age, gender, gender expression, marital status or status as a state registered domestic partner, pregnancy, sexual orientation, political views, immigration/citizenship status, veteran/military status, or the presence or history of a physical/mental/sensory disability in any activity or its operations.
- II. The Department is committed to non-discrimination and has established procedures to promote an environment free from discrimination for all individuals under its jurisdiction to include housing, programming, and services provided.

DIRECTIVE:

- I. General Requirements
 - A. Discrimination of any kind, including retaliation for filing or participating in the investigation of discrimination, will not be tolerated.
 - 1. Employees, contract staff, and volunteers who fail to take prompt and immediate steps to prevent and/or report discrimination, or an act of retaliation, will be subject to appropriate corrective or disciplinary action, up to and including dismissal.
 - B. Individuals with disabilities will be provided reasonable accommodations per DOC 690.400 Individuals with Disabilities.

II. Responsibilities

- A. Employees, contract staff, and volunteers will:
 - Follow all applicable non-discrimination federal and state laws, regulations, and Executive Orders.
 - 2. Help prevent discrimination from occurring by identifying practices or procedures that could have the effect of discrimination and take steps to eliminate the potential for discrimination.



APPLICABILITY PRISON/REENTRY/FIELD FACILITY/SPANISH MANUAL

7/17/23

REVISION DATE PAGE NUMBER

3 of 4

NUMBER **DOC 100.500**

POLICY

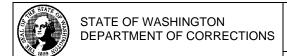
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- Immediately report observations of discrimination to a supervisor/ manager.
- 4. Not intentionally invite or provoke discriminatory feelings, actions, or responses.
- 5. Prohibit discrimination when making housing/room/cell assignments and providing individuals with access to programs.
- 6. Address individuals by their preferred pronoun (e.g., she, her, he, his, they) as documented on DOC 02-420 Preferences Request and/or last name (e.g., "Individual Smith") when necessary.
 - a. A court order or legal name/gender change is not required to honor the individual's request.
 - b. Documented pronouns will be used in all verbal and written communications (e.g., entries in the electronic file, correspondence, incident reports, infractions).
 - 1) If unsure of the correct pronoun, the individual will be asked what the preference is.
- B. Supervisors/managers will promote a safe and healthy environment free from discrimination and prevent discrimination from occurring by:
 - 1. Ensuring direct reports, contract staff, and volunteers are aware of the expectations in this policy.
 - Promptly documenting, reporting, and responding to incidents of discrimination.

III. Reporting

- A. Individuals who believe they have been discriminated against may file a complaint internally per DOC 550.100 Resolution Program.
 - 1. Incarcerated individuals may also file a complaint through the:
 - a. Department of Justice Special Litigation Section for a harmful systemic pattern/practice, or
 - b. Office of Corrections Ombuds (OCO).



APPLICABILITY PRISON/REENTRY/FIELD

FACILITY/SPANISH MANUAL REVISION DATE PAGE

7/17/23 PAGE NUMBER 4 of 4

NUMBER **DOC 100.500**

POLICY

TITLE

NON-DISCRIMINATION FOR INDIVIDUALS

 Individuals must have reasonably pursued complaint resolution through the internal process before filing a complaint with the OCO per RCW 43.06C.040.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Retaliation. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

None

DOC FORMS:

DOC 02-420 Preferences Request