

APPLICABILITY DEPARTMENT WIDE

REVISION DATE PAG 12/20/21

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NUMBER
DOC 810.005

TITLE

POLICY

EQUITY, DIVERSITY, INCLUSION, RESPECT, AND ANTI-RACISM

REVIEW/REVISION HISTORY:

Effective: 7/1/83 Revised: 7/1/85 Revised: 10/1/85 2/24/92 Revised: Revised: 8/6/01 Revised: 5/1/06 6/29/07 Revised: Revised: 11/20/08 Revised: 12/28/09 Reviewed: 4/1/11 7/1/11 Revised: Revised: 4/15/13 Revised: 5/18/15 Revised: 6/23/21 Revised: 12/20/21

SUMMARY OF REVISION/REVIEW:

- I.A. Adjusted as person-centered language
- I.B.2. Removed unnecessary language
- II.A.5. Added language for clarification
- III.A.2. Updated terminology

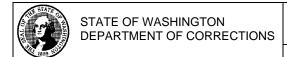
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Signature on file

CHERYL STRANGE, Secretary Department of Corrections

Date Signed

12/7/21



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REFERENCES:

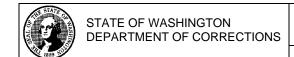
DOC 100.100 is hereby incorporated into this policy; RCW 49.44.180; WAC 357; Governor's Executive Order 12-02; DOC 810.800 Recruitment, Selection, and Promotion; DOC 840.100 Doc 850.010 Administrative Investigations; DOC 850.625 Discrimination and Harassment; DOC 880.100 Corrections Training and Development; Office of Financial Management State Human Resources Directive 20-03; Collective Bargaining Agreements; Workforce Diversity Plan

POLICY:

- I. The Department recognizes that:
 - A. Institutions, laws, and policies can create structures and oppressive systems.
 - B. Workforce equity and diversity helps address disparities among people from communities traditionally underrepresented and marginalized due to aspects of their identity (e.g., race, gender orientation, ability).
 - C. It is necessary to confront existing conscious and subconscious (i.e., implicit) bias to prevent a discriminatory and oppressive environment.
 - D. A respectful work environment is essential to workforce inclusion, and everyone deserves to be treated with respect, civility, and dignity.
- II. The Department has developed procedures to incorporate diversity, equity, inclusion, respect, and anti-racism into all business practices to align with the Department's mission and values.
- III. Discrimination is defined and complaints may be filed per DOC 850.625 Discrimination and Harassment.

DIRECTIVE:

- I. General Requirements
 - A. Employees, contract staff, and volunteers will comply with this policy or be subject to appropriate corrective or disciplinary action, up to and including dismissal.
 - B. To recruit and retain a diverse workforce, the Department will maintain a Workforce Diversity Plan in compliance with state/federal requirements, which will:



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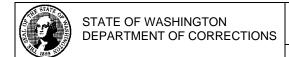
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- 1. Identify, track, and report affirmative action/equal employment opportunity workplace demographic issues and develop goals/strategies to address them.
- 2. Be reviewed at least quarterly and updated as needed by Appointing Authorities, Equity, Diversity, and Inclusion employees, and appropriate stakeholders.
- 3. Be posted on the Equity, Diversity, Inclusion, and Respect page on the Department's internal website.

II. Responsibilities

- A. All employees, contract staff, and volunteers, regardless of position/rank, are expected to model the principles of equity, diversity, inclusion, respect, and antiracism by upholding the Department's values by:
 - 1. Treating others, including individuals under the Department's jurisdiction, with dignity and respect by valuing their life experiences.
 - a) Examples of respectful and disrespectful behaviors are provided in Attachment 1.
 - 2. Speaking up when they observe disrespectful behavior from others.
 - 3. Reporting ongoing or obvious disrespectful behavior to a manager/supervisor or local Human Resources office.
 - 4. Recognizing conscious or implicit bias and how it can lead to ongoing discrimination and oppression.
 - 5. Providing input/feedback to challenge systems of privilege and oppression in policy and practice to Equity, Diversity, and Inclusion employees.
 - 6. Identifying and addressing microaggressions (e.g., subtle, intentional, or unintentional interactions/behaviors against a marginalized group) that communicate bias in the workplace.
 - 7. Recognizing the intent and impact of their words/behaviors in creating a respectful, anti-racist work environment.
 - 8. Completing equity and diversity training per DOC 880.100 Corrections Training and Development.



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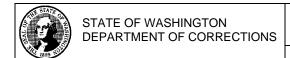
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- 9. Using available resources per DOC 850.015 Employee Wellbeing and Resources.
- B. Employees, contract staff, and volunteers are encouraged to participate in training, activities, initiatives, and courageous conversations to learn and expand their knowledge on equity, diversity, inclusion, respect, and anti-racism.
- C. Managers and supervisors, in consultation with Human Resources, will:
 - 1. Engage in bias-free recruitment, hiring, and promotion practices per DOC 810.800 Recruitment, Selection, and Promotion including:
 - a) Promoting diversity, and
 - b) Considering inclusion and diversity outreach in recruitment activities.
 - 2. Cultivate an environment of respect by expecting and modeling respectful behavior in the workplace.
 - 3. Ensure an inclusive, respectful, and accessible work environment per DOC 840.100 Disability Accommodation and Separation.
 - 4. Encourage feedback and listen to employees when issues/complaints are raised and take appropriate action.
 - 5. Engage in initiating/promoting inclusive strategies to achieve workplace equity.
- D. Appointing Authorities/Executive Strategy Team members, in consultation with Human Resources, will:
 - 1. Cultivate an environment of respect by expecting and modeling respectful behavior in the workplace.
 - 2. Center equity, diversity, and inclusion in budgetary decision packages, legislation, decision-making, and allocation.
 - Actively seek input/perspectives from internal and external stakeholders, including people from communities traditionally marginalized and underrepresented.
 - 4. Develop practices to promote accessible environments (e.g., facilities/ offices, communication, programs, technology, business opportunities) for all, regardless of ability, background, identity, or situation.



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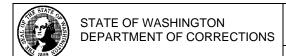
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- 5. Take specific action(s) to accomplish pay equity and the goals/strategies outlined in the Department's mission and the Workforce Diversity Plan.
- 6. Review and measure compliance with policy using data/criteria maintained by the Department.
 - Members will develop a resolution plan for themselves when a) deficiencies are identified.
- Ε. Appointing Authorities will determine the scope of investigation and appropriate action for ongoing or obvious disrespectful behavior per DOC 850.010 Administrative Investigations.
- III. Equity, Diversity, and Inclusion Councils
 - Α. Equity, Diversity, and Inclusion Councils are established at:
 - 1. Each Prison,
 - 2. Each Reentry Center,
 - Each Community Corrections section, 3.
 - 4. Correctional Industries Headquarters, and
 - Department Headquarters, to include internal and external stakeholders.
 - B. Equity, Diversity, and Inclusion Councils, together with the applicable Appointing Authority, will support the Workforce Diversity Plan throughout the year by:
 - 1. Providing insight and recommendations for the implementation and engagement of equity, diversity, inclusion, and anti-racist strategies/goals.
 - 2. Participating in recruitment events and local hiring panels.
 - 3. Sponsoring educational events/activities that foster equity, diversity, inclusion, and anti-racism in the workplace.
 - Promoting and modeling equitable, inclusive, and anti-racist behaviors in 4. the workplace.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Anti-Racism, Bias, Bullying, Disparaging Terms, Diversity, Equality, Equality vs. Equity, Equity, Inclusion, Marginalization, Privilege, Respect, Systemic/Structural/ Institutional Racism. Other words/terms appearing in this policy may also be defined in the glossary.



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ATTACHMENTS:

Respectful Behaviors (Attachment 1)

DOC FORMS:

None