



**POLICY HISTORY:**

<b>EFFECTIVE DATE</b>	<b>DESCRIPTION</b>
01-01-19	Policy established. This policy replaces Policy 1.80, Workplace Violence and Policy 2.30, Workplace Harassment.
05-01-20	Policy re-formatted, link for Policy Guide.
07-01-20	Policy revised per changes in Code of Virginia § 2.2-3901, 2.2-3903.



General Provisions	Application
	<p>include traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists); sex; color; national origin; religion; sexual orientation; gender identity or expression; age; political affiliation; genetic information; veteran status; pregnancy, childbirth or related medical conditions; or disability may file a complaint using any of the options noted:</p> <p>Internal Agency Procedure for Discriminatory Prohibited Conduct: The employee or applicant may report incidents of discriminatory harassment to his/her supervisor(s), the agency human resource director, the agency head, or any individual(s) designated by the agency to receive such reports; OR</p> <p>State Complaint Procedure for Discriminatory Prohibited Conduct: The employee or applicant may follow the <a href="#">complaint procedure</a> as administered by the DHRM; OR</p> <p>Grievance Procedure for Discriminatory Prohibited Conduct: Eligible employees also may use the <a href="#">State Employee Grievance Procedure</a>, which is administered by DHRM, to address discriminatory harassment; OR</p> <p>Federal Complaint Process for Discriminatory Prohibited Conduct: Employees (and applicants for Commonwealth employment) may file a complaint with the <a href="#">U.S. Equal Employment Opportunity Commission</a>.</p>

***Policy Violations***

General Provisions	Application
Engaging In Prohibited Conduct:	Any employee who engages in conduct prohibited under this policy or who encourages or ignores such conduct by others shall be subject to corrective action, up to and including termination, under Policy 1.60, Standards of Conduct.
Allowing Prohibited Conduct to Continue	Managers and/or supervisors who allow observed or reported prohibited conduct addressed in this policy to continue upon becoming aware of the behavior may be considered parties to the offense and subject to disciplinary action, up to and including termination, under Policy 1.60, Standards of Conduct.
Failure to Respond	Managers and/or supervisors who fail to take appropriate action upon becoming aware of the behavior shall be subject to disciplinary action, up to and including termination, under Policy 1.60, Standards of Conduct.

General Provisions	Application
Agency Management	Agency managers and supervisors are required to: Stop any prohibited conduct of which they are aware, whether or not a complaint has been made. Express strong disapproval of all forms of prohibited conduct. Intervene when they observe any acts that may be considered prohibited conduct. Take immediate action to prevent retaliation towards the



Retaliation	Overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or group exercising rights under this policy.
Third Parties	Individuals who are not state employees, but who have business interactions with state employees. Such individuals include, but are not limited to: Customers; Clients; Students; Interns; Vendors; Contractors; Volunteers; Applicants for state employment or services; and the General public.
Workplace	Any location, either permanent or temporary, where an employee performs any work-related duty or is representing the agency in this capacity. This includes, but is not limited to, the buildings and surrounding perimeters, including the parking lots, field  outside meetings, conferences and conventions, and travel to and from work assignments. It also applies to written, verbal, or graphic communications delivered in person, via phone, message, computer, or social media.
Workplace Violence	Any physical assault, threatening behavior, or verbal abuse occurring in the workplace by employees or third parties. Threatening behaviors create a reasonable fear of injury to another person or damage to property or subject another individual to extreme emotional distress.