





**GEORGIA DEPARTMENT OF PUBLIC HEALTH  
POLICY # HR-03001  
EQUAL OPPORTUNITY AND UNLAWFUL  
DISCRIMINATION POLICY**

Approval:	 Kate Pfirman, Chief Financial Officer	8/28/14 Date
	 James C. Howgate, Chief of Staff	9/14/14 Date

**1.0 PURPOSE**

The Department of Public Health (DPH) is an equal opportunity employer, and does not discriminate on the basis of age, genetics, pregnancy, gender, color, disability, national origin, sexual orientation or political affiliation, race or religion.

**1.1 AUTHORITY** – The Georgia Department of Public Health (DPH) Equal Opportunity and Unlawful Discrimination Policy is published under the authority of DPH and in compliance with the following:

- 1.1.1 Title VII of the Civil Rights Act of 1964, 42 USC 2000e, as amended by the Civil Rights Act of 1991
- 1.1.2 Section 504 of the Vocational Rehabilitation Act of 1973: 29 USC 206(D)
- 1.1.3 Georgia Code O.C.G.A 45-20-1
- 1.1.4 The Americans with Disabilities Act of 1990
- 1.1.5 Age Discrimination in Employment Act of 1967: 29 USC 621
- 1.1.6 Fair Employment Practices Act, Chapter 45-19, as amended
- 1.1.7 DPH Unlawful Discrimination Complaint Procedure

**2.0 SCOPE**

This policy applies to employees of the Department of Public Health.

**3.0 POLICY**

**3.1 ACCOUNTABILITY**

- 3.1.1 Division of Finance, Human Resources Section (HR) will manage all official charges of unlawful discrimination filed with enforcement agencies.

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#### **4.0 DEFINITIONS**

4.1 DPH – Georgia Department of Public Health

4.2 HR – DPH Division of Finance, Human Resources Section

#### **5.0 RESPONSIBILITIES**

5.1 HR is responsible for issuing and updating procedures to implement this policy.

5.2 Division/Section Directors, district offices and designees are responsible for ensuring compliance with this policy.

#### **6.0 PROCEDURES**

6.1 HR manages all employment-related unlawful discrimination issues involving applicants and DPH employees. HR will provide direction and coordination, and technical assistance to DPH managers in equal opportunity diversity training, monitoring, corrective action, and unlawful discrimination management activities.

6.2 HR will disseminate to all DPH organizations, by way of memorandum, policy and other relevant information for the purpose of informing and furthering the department's diversity interests and expectations.

#### **6.3 EXTERNAL COMPLAINTS**

6.3.1 HR will manage all official charges of unlawful discrimination filed with enforcement agencies outside of DPH, attend fact finding conferences, and communicate with the various enforcement agencies and DPH managers.

6.3.2 In consultation with appropriate DPH managers and HR, DPH General Counsel will make all unlawful discrimination settlement determinations and monitor the implementation of settlement terms.

6.3.3 DPH General Counsel will coordinate all Special Master Hearings and litigation involving unlawful discrimination claims.

6.3.4 HR will be responsible for the following:

6.3.4.1. Implementing Equal Employment Opportunity including training, monitoring, corrective action and EEO complaint management activities.

6.3.4.2. Managing all official charges of unlawful employment discrimination, attend fact finding conferences and officially communicate with the various compliance/enforcement agencies and the Commissioner.



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6.3.4.3. In consultation with the Commissioner and the DPH General Counsel, make all unlawful employment discrimination settlement determinations and monitor the implementation of settlements terms.

#### 6.4 INTERNAL COMPLAINTS

6.4.1 Employees may file internal complaints alleging unlawful discrimination through the DPH Unlawful Discrimination Complaint Procedure (*HR-03623*). Complaints through this internal procedure will be managed by HR.

#### 7.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	July 1, 2011	Initial Issue
1	July 23, 2012	Annual review and update. Reformat to new template
2	July 2, 2014	Added references and clarified language

#### 8.0 RELATED FORMS

*None*