

- It is illegal to discriminate in any aspect of employment including:
- $\Rightarrow$  When recruiting and selecting staff
- ⇒ Terms, conditions, and benefits offered as part of employment
- $\Rightarrow \ \ \mbox{Who is considered or selected for training} \\ \ \ \mbox{and the sort of training offered} \\$
- $\Rightarrow$  Who is considered or selected for transfer or promotion
- $\Rightarrow$  Termination decisions
- $\Rightarrow$  Job advertisements





"I have a dream that my four children will one day live in a nation where they will not be judged by the color of their skin, but by the content of their character."

Martin Luther King, Jr.

Katrina Fire, Title VII and VI Coordinator

Oklahoma Department of Transportation Civil Rights Division 200 NE 21st Street, Room 1-C1 Oklahoma City, OK 73105 http://ok.gov/odot/ Phone 405-521-3379 Toll Free 1-800-788-4539 Fax 405-522-2136

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors. To request an accommodation please contact the ADA Coordinator at 405-521-4140 or the Oklahoma Relay Service at 1-800-722-0353. If you have any ADA or Title VI questions email ODOT-ada-titlevi@odot.org.

## Title VII of the Civil Rights Act of 1964





## Discrimination: What is it? What do I do?



**Title VII of the Civil Rights Act of 1964** and related laws prohibits employers from discriminating against employees or applicants on the basis of *race, color, sex, religion, national origin, age, disability, retaliation, or genetic information*.

Adverse Employment Decision is a type of discrimination in which an individual receives a negative employment action (e.g., not being hired, being fired, not being promoted, etc.) based on that individual's *race, color, sex, religion, national origin, age, disability, retaliation, or genetic information*.

**Hostile Work Environment** is a type of discrimination in which an individual is being harassed to the point of creating an intimidating, offensive, or hostile work environment based on that individual's *race, color, sex, religion, national origin, age, disability, retaliation, or genetic information.* 

Discrimination can occur even if both parties belong to the same protected class.

## **Complaint Handling**



The discrimination complaint process and forms can be found on ODOT's website at <u>https://ok.gov/odot/Doing\_Business/Civil\_Rights/</u>

<u>Title VII Information.html</u>. This page outlines the details of the complaint process as well as including the required complaint form.

There is only one exception to the requirement to submit a complaint form: sexual harassment. In the case of sexual harassment an investigation can be launched when the Civil Rights Division becomes aware of the complaint.

Complaints must be filed within one hundred and eighty (180) days following the date of the incident, or where there is a continuing course of conduct the date on which the conduct was discovered, or the last date on which an incident occurred.





Title VII Discrimination and Harassment can include a variety of conduct that targets an individual's *race, color, sex, religion, national origin, age, disability, retaliation, or genetic information*:

- $\Rightarrow$  Inappropriate jokes or insults
- $\Rightarrow$  Name-calling
- $\Rightarrow$  Displays such as posters or cartoons
- ⇒ Asking inappropriate questions during a job interview
- $\Rightarrow$  Firing due to pregnancy
- ⇒ Making employment decisions based on a person being a member of a protected class rather than the individual's capabilities

