

Discrimination: What is it? What do I do?

*ODOT Policy Directive B-306-2
Equal Employment Opportunity*

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 https://ok.gov/odot/Doing_Business/Civil_Rights/Title_VII_Information.html. 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:*

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

