

## **Mission Statement for the Department of Military Affairs Equal Opportunity Committee (DEOC):**

1. To advise and recommend affirmative action policy to the Adjutant General (TAG) of the Department of Military Affairs (DMA).
2. To investigate and analyze DMA's employment and service delivery activities for discriminatory practices.
3. To propose broad policies, action programs, and procedures to achieve and maintain equal opportunity in DMA's employment and service delivery activities.
4. To serve as initial points of contact for claims of discrimination or harassment, and assist in investigating claims.

## **Resources for Employee Assistance**

DMA Employee Handbook  
DMA Human Resources website  
<http://dma.wi.gov/DMA/humanresources/statehr>  
Risk Management Officer  
(608) 242-3157 or DSN 724-3157  
State Human Resources (SHR) Specialist  
(608) 242-3166 or DSN 724-3166  
Affirmative Action Officer (SHR)  
(608) 242-3163 or DSN 724-3163  
Facilities' Americans with Disabilities  
Act Title II Coordinator  
(608) 242-3353 or DSN 724-3353  
LIFEMATTERS®  
(800) 634-6433 [mylifematters.com](http://mylifematters.com)  
Employee password: SOWI

*"...in diversity, there is beauty and  
there is strength."*

*- Maya Angelou*

## **WISCONSIN DEPARTMENT OF MILITARY AFFAIRS**

<http://dma.wi.gov> | (608) 242-3000

Joint Force Headquarters (JFHQ)  
2400 Wright Street, Madison, WI 53704

**WISCONSIN  
DEPARTMENT  
OF MILITARY  
AFFAIRS**



*Affirmative Action  
and  
Equal Employment  
Opportunity Guide*

## Affirmative Action

Section 230.03 (2) of the Wisconsin Statutes defines affirmative action as specific actions in employment which are designed and taken for the following purposes:

- Ensuring equal opportunity
- Eliminating a substantial disparity between the proportion of members of racial and ethnic, gender or disabled groups in state job classification groupings and the proportion of those groups in the relevant labor pool
- Eliminating present effects of past discrimination

## What is Harassment in the Workplace?

Harassment in the workplace is prohibited by state and federal law. Harassment is defined as any unwelcome, deliberate, or repeated unsolicited comments, gestures, graphic materials, or solicitations for favors or physical contact directed toward an individual based on their age, disability, ancestry, color, national origin, race, religion, creed, marital status, gender, sexual orientation, arrest or conviction record, political affiliation, or military membership, or use of outside lawful products. Harassment of any form will not be tolerated at DMA.

### *Dealing with Harassment*

Harassment is a form of discrimination which is personally offensive, impairs morale, and undermines the integrity of the employment relationship. If you believe you are being harassed by a fellow employee or external

customer, DMA encourages you to:

- Communicate clearly and firmly to the offender that the conduct is not welcome and you want it to stop immediately
- Report the conduct to your supervisor or up the chain of command
- Keep a factual record of the harassing behavior, including any attempts you made to inform the offender to stop the unwelcome behavior.

If such behavior occurs, employees may engage in DMA's informal or formal complaint processes.

## DMA Employee Discrimination Complaint Policy

State employees have the right to use DMA's informal and formal complaint processes, assist in investigating complaints, and oppose discrimination in the workplace without fear of retaliation under s. 111.322 (3) of the Wisconsin Statutes.

### *Informal Complaint Procedure*

Complaints filed through the informal process are resolved internally. Employees are encouraged to use the informal procedure before filing a formal complaint.

As soon as possible after the occurrence, bring the complaint to the attention of a supervisor or management official, to State Human Resources (SHR), DMA's Affirmative Action Officer (AAO), or to a member of the DEOC verbally or in writing. Include information on the type of discrimination or harassment that

took place, specific details such as date, time, nature, and persons involved, and the desired relief or remedy. Complaints may be submitted anonymously.

The investigator will then meet with you and the subject of the complaint within 20 days to gather information. The investigator will provide a written report to you, the AAO, and the SHR Director within 30 days of the complaint being filed. Finally, the SHR Director/AAO will decide how to resolve the complaint based on the report.

### *Formal Complaint Procedure*

Complaints filed through the formal complaint procedure are resolved via outside agencies—either the Wisconsin Department of Workforce Development (DWD) or the U.S. Equal Employment Opportunity Commission (EEOC), or both. Formal complaints must be filed within 300 days of the occurrence. You may write or email to request the DWD or EEOC complaint form, or you may call and ask to speak to an investigator. The DWD complaint form is also available online.

### **Department of Workforce Development, Equal Rights Division**

<http://dwd.wisconsin.gov/er/>

201 East Washington Ave, P.O. Box 8928

Madison, WI 53708

[erinfo@dwd.wisconsin.gov](mailto:erinfo@dwd.wisconsin.gov)

Madison Office - (608) 266-6860

Milwaukee Office - (414) 227-4384

### **U.S. Equal Employment Opportunity Commission (EEOC)**

<http://www.eeoc.gov/>

310 West Wisconsin Avenue, Suite 500

Milwaukee, WI 53203-2292

(800) 669-4000