

DEPARTMENT OF MILITARY AFFAIRS
STATE HUMAN RESOURCES
PRACTICE AND PROCEDURE MANUAL

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PAGE: 1 of 2

SUBJECT: Equity and Inclusion Strategic Plan and Complaint Procedure

SECTION: Equity and Inclusion

1. The purpose of this bulletin is to introduce and begin implementation of the DMA state civilian [Equity and Inclusion \(EI\) Strategic Plan](#). Employees without a computer can request a copy of the plan from their supervisor or the contacts provided below.
2. This multi-year plan was developed following an analysis of recruitment, retention, and workplace culture within the department. A diverse team of professionals, department leadership, and your peers provided input and support of this initiative. You are encouraged to review this plan.
3. The state issued [Wisconsin Human Resources Handbook \(WHRH\), Chapter 440, Respectful Workplace Policy](#), July of 2020. This policy, which includes a new procedure for filing internal Equal Employment Opportunity (EEO) complaints, was initially introduced last fall with mandatory training; [Respectful Workplace: Harassment and Discrimination Prevention is Everybody's Business](#).
4. The Adjutant General has adopted, and fully supports, the policies provided in WHRH 440. Procedural instructions are being provided to ensure a fully successful implementation of these policies and the EEO complaint procedure.
5. This bulletin will replace DMA Policy and Procedure Bulletin 3.140, [Employee Discrimination and Harassment Complaint Policy and Procedure](#).
6. One of the highest priorities and responsibilities for the DMA management team is to ensure that employees know they have a place to go, and assistance available, should they observe or experience unwelcome, harmful behavior in the workplace.
 - a. In these instances, employees should reference [WHRH 440.060, Respectful Workplace Complaint Procedure](#), on page 7.
 - b. Prior to filing an internal EEO complaint, employees are encouraged to read the [EEO Complaint Information](#) page, Attachment #3, on page 14 of [WHRH 440](#).
 - c. A confidential email inbox has been created for employees to file internal EEO complaints and, if needed, seek assistance in doing so: DMAStateComplaints@wisconsin.gov.
 - d. Employees may also submit a verbal EEO complaint, or seek assistance, by contacting: Stacie.Meyer1@wisconsin.gov, phone (608) 242-3163 or Tom.Sandine@wisconsin.gov, phone (608) 242-3149.
 - e. Employees are encouraged to use the Respectful Workplace Complaint form, [DOA – 15812 \(C 10/2019\)](#), when filing an EEO complaint and submit the completed form to DMAStateComplaints@wisconsin.gov.
 - f. [Employees who do not have a computer or ability to access WHRH 440 and the complaint form should request assistance from a contact under \(b\) above.](#)

7. **NOTE to Management/Supervisors:** It is required that all claims and instances of bullying, discriminatory, harassing, and/or retaliatory behaviors are reported immediately using the confidential email or contacts provided above, regardless if the issues are being managed at the unit level or a complaint isn't being filed using the procedures of WHRH 440. Further, management is prohibited from discouraging employees from filing EEO complaints and requiring adherence to a chain of command in bringing concerns forward. ([WHRH 440.050, Roles and Responsibilities](#)).

Attachment: 3.140.1 Receipt Certification