



Arizona Pioneers' Home

Katie Hobbs
Governor

300 South McCormick Street
Prescott, Arizona 86303

Jessica Sullivan
Superintendent

ARIZONA PIONEERS' HOME NON-DISCRIMINATION POLICY

In recognition of its legal and moral obligations, the Arizona Pioneers' Home hereby commits itself to a policy of non-discrimination as follows:

- The Arizona Pioneers' Home shall not discriminate on the basis of race, color, national origin, religion, age, disability, genetic information, sex, pregnancy, military or veteran status, or any other status protected by federal law, state law, or regulation. Equal Opportunity applies to such employment practices as hiring, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, selection for training, job assignments, accessibility, working conditions, and special assignments.
- All Arizona Pioneers' Home management personnel shall actively support recruitment and career development programs to ensure equitable representation of individuals on a nondiscriminatory basis, in all job categories and pay grades.
- The Arizona Pioneers' Home shall not tolerate discrimination in the agency as it creates an intimidating, degenerating, hostile, and offensive working environment. Each employee has an affirmative duty to maintain a workplace free of harassment, intimidation, discrimination. The Home prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.
- The Arizona Pioneers' Home shall post the Non-Discrimination Policy throughout departmental facilities, and communicate electronically either by email and/or by posting on employee-facing websites/intranet pages, as appropriate.
- All written bid announcements, requests for proposals, employment announcements, requests for applications, program brochures, literature, and general solicitations shall include the phrase:

"AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY"

The Arizona Pioneers' Home is committed to ensuring that all its employees can work in an environment free from harassment, discrimination, and retaliation.

As Superintendent of the Arizona Pioneers' Home, I am committed to the principles of Equal Employment Opportunity. To ensure the dissemination and implementation of the Equal Opportunity Plan throughout all levels of the Department, Arlene Seagraves shall serve as the Equal Opportunity Administrator for the Arizona Pioneers' Home. Arlene Seagraves may be contacted at 928-277-2733 or arlene.seagraves@aph.az.gov.

This policy is accessible to employees on the bulletin board in the building located at 300 S. McCormick Street, Prescott, AZ 86303.

Jessica Sullivan

2/28/2025

Jessica Sullivan, Superintendent

Date

Any employee who has any questions or concerns about this policy should talk with Arlene Seagraves at the Arizona Pioneers' Home or the Governor's Office of Equal Opportunity, <http://eo.azgovernor.gov>, 602-542-3711.

POLICY: It is the policy of the Arizona Pioneers' Home to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, age, disability, national origin, or any other characteristic protected by law. Arizona Pioneers' Home prohibits any such discrimination or harassment.

PROCEDURE:

1. Equal Opportunity

- a. The agency shall ensure equal employment opportunity, without discrimination or harassment on the basis of race, color, religion, sex, age, disability, national origin, or any other characteristic protected by law.

2. Retaliation is Prohibited

- a. The agency encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of APH to investigate such reports. The agency prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of reports.

b. Definitions of Harassment

- i. Harassment on the basis of any protected characteristic is strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, sex, pregnancy, military or veteran status, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that:
 1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment
 2. Has the purpose or effect of unreasonably interfering with an individual's work performance
 3. Otherwise adversely affects an individual's employment opportunities.
- ii. Harassment of a sexual nature or harassment based on race, color, national origin, religion, age, disability, genetic information, sex, pregnancy, military or veteran status, or any other status protected by federal law, state law, or regulation is prohibited. An agency shall prohibit the unlawful harassment of any employee in the course of the employee's work by supervisors, coworkers, or third parties, such as vendors or customers. Any employee who engages in unlawful harassment may be subject to disciplinary action, up to and including termination of employment.
- iii. Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.
- iv. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

1. Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment.
 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
- v. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender.
- vi. Sexually harassing conduct includes, but is not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendos; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; other physical, verbal or visual conduct of a sexual nature.
- c. Individuals and Conduct Covered
- i. This policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the agency, such as an outside vendor, consultant or customer.
 - ii. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting such as outside business trips, business meetings and business-related social events.
- d. Reporting an Incident of Harassment, Discrimination or Retaliation
- i. The agency encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, manager, agency human resources or employee relations staff and may file a complaint under the procedures under AZ Administrative Code R2-5A-308.
 - ii. In addition, the agency encourages individuals who believe they are being subjected to such conduct promptly to advise the offender that his or her behavior is unwelcome and request that it be discontinued. APH recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures.
- e. Complaint Procedures
- i. Informal Procedure

If for any reason an individual does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the individual should promptly notify his/her immediate supervisor, manager, agency human resources or employee relations staff. An individual reporting harassment, discrimination or retaliation should be aware; however, that the Home may decide it is necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the individual. The informal procedure is not a required first step for the reporting individual

ii. Formal Procedure

1. As noted above, individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with a member of management, agency human resources or employee relations staff
2. Any reported allegations of harassment, discrimination or retaliation will be promptly investigated. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.
3. Confidentiality will be maintained throughout the investigatory process to the extent consistent with appropriate investigation and corrective action. Depending on the nature of the complaint, it may not be possible to preserve confidentiality.
4. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.
5. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as a reprimand, suspension without pay or termination, as the agency believes appropriate under the circumstances. Responsive action may also include a reassignment or transfer.
6. If a party to a complaint does not agree with its resolution, that party may appeal to the Superintendent or designee in charge. Employees may also contact the Governor's Office of Equal Opportunity, the Arizona Attorney General's Civil Rights Division, and the Federal Equal Employment Opportunity Commission.
7. False complaints of harassment, discrimination or retaliation as opposed to complaints that, even if erroneous are made in good faith, may be the subject of appropriate disciplinary action.

iii. Awareness

1. The agency will post the Non-Discriminatory policy throughout the agency. The policy is also accessible to employees on the agency website (www.pioneershome.az.gov).
2. All employment announcements shall include the phrase: "AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY."

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