State of Arizona
Department of Education

NON-DISCRIMINATION POLICY

The Arizona Department of Education is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunity and prohibits discriminatory practices, including harassment. Therefore, the Arizona Department of Education commits itself to a policy of Non-Discrimination.

- The Arizona Department of Education has developed this policy to ensure that all its employees can work in an environment free from harassment, discrimination and retaliation.
- The Arizona Department of Education will make every reasonable effort to ensure that all concerned are familiar with this policy and aware that any complaint of violation of such policies will be investigated and resolved appropriately.
- The Arizona Department of Education will post our Equal Opportunity Policy Statement. This policy is available at the following locations:
  - The Arizona Department of Education website at http://www.azed.gov/hr-payroll/external-guidelines/non-discrimination/;
  - The Arizona Department of Education internal employee website at https://thehub.azed.gov/HR/Pages/GuidelinesandProcedures.aspx; and
  - Employee bulletin boards at the four worksites (1535 W. Jefferson, Phoenix, AZ 85007, 3300 N. Central, Phoenix, AZ 85012, 3100 N. West Street, Flagstaff, AZ 86004, and 400 W. Congress Street, Tucson, AZ 85701).
- All employment announcements shall include the phrase:

"The Arizona Department of Education is an Equal Employment Opportunity Employer."

As Director of the Arizona Department of Education, I am committed to the principles of Equal Employment Opportunity. To ensure the dissemination and implementation of the Equal Opportunity Policy throughout all levels of the Department, Ms. Billie Belanger shall serve as the Equal Opportunity Administrator for the Arizona Department of Education. Ms. Belanger may be contacted at (602) 542-3186 or Billie.Belanger@azed.gov.

Diane M. Douglas

Diane M. Douglas,
Superintendent of Public Instruction

2/29/16
Date

Any employee who has any questions or concerns about this policy should talk with the Human Resources Office at 602-542-3186 or the Governor's Office of Equal Opportunity at http://azgovernor.gov/eop/index.asp or 602-542-3711.