

Office of Human Resources

***101 Equal Employment Opportunity and  
Unlawful Discrimination***

2025-06-18

# Table of Contents

Section A: Equal Employment Opportunity .....	1
Section B: Harassment Awareness and Prevention .....	1
Section C: Response to Complaints .....	2



**Georgia Department of Human Services  
Human Resources Policy #101**

**Equal Employment Opportunity and Unlawful Discrimination**

**Release Date:** September 1, 2003

**Revised Date:** April 11, 2024

**Next Review Date:** April 10, 2026

**References:** Title VII of the Civil Rights Act of 1964, 42 USC 2000e, as amended by the Civil Rights Act of 1991  
The Americans with Disabilities Act of 1990, as amended by the Americans With Disabilities Act of 2008  
U.S. Equal Employment Opportunity Commission 915.002  
Rules of the State Personnel Board 478-1-.03 - Antidiscrimination  
Statewide Sexual Harassment Prevention Policy, January 2019  
DHS Policy #102 - Sexual Harassment

The Department of Human Services (DHS) will comply fully with all federal and state anti-discrimination laws. The Office of Human Resources (OHR) manages all employment-related unlawful discrimination issues involving applicants and DHS employees. OHR will provide direction, coordination, and technical assistance to DHS leadership for equal opportunity and unlawful discrimination issues.

## Section A: Equal Employment Opportunity

1. DHS is committed to providing equal employment opportunity for all individuals regardless of race, color, creed, national origin, ancestry, citizenship, religion, political opinions or affiliations, age, disability, genetic information, sex, pregnancy, childbirth or related conditions, military or veteran status, or other status protected by federal or state law or regulation.

## Section B: Harassment Awareness and Prevention

1. DHS prohibits and will not tolerate harassment of any kind based on race, color, creed, national origin, ancestry, citizenship, religion, political opinions or affiliations, age, disability, genetic information, military or veteran status, or status other than sex protected by federal or state law or regulation.

### NOTE

Harassment based on sex is also strictly prohibited by the Statewide Sexual Harassment Prevention Policy and DHS Policy #102: Sexual Harassment, which should be referenced for guidance on the reporting and handling of sexual harassment complaints and reports.

# Section C: Response to Complaints

1. When a complaint is received, OHR will conduct a prompt, thorough, and objective investigation of the allegations. All DHS employees are expected to cooperate fully during an investigation. Investigations will be conducted as confidentially as possible, and all employees involved in the process are expected to refrain from discussing the matter outside of the investigatory process.
  - a. OHR will manage all official charges of unlawful discrimination filed with enforcement agencies outside of DHS. In consultation with appropriate DHS personnel, OHR will make all unlawful discrimination determinations and monitor the implementation of any outcomes.
  - b. DHS employees may file internal complaints alleging unlawful discrimination pursuant to DHS Policy #1503: Unlawful Discrimination Complaint Procedure. Complaints received through this internal procedure will be managed by OHR.
  - c. If a complaint is substantiated, DHS will take corrective and remedial action, up to and including termination of the employee(s) found to have engaged in such misconduct. Appropriate action will also be taken to deter any future discrimination, harassment, and/or retaliation.

For additional information or assistance, please contact your designated Human Resources Representative.