



# Virginia Department of Corrections

## Human Resources

### Operating Procedure 145.3

#### *Equal Employment Opportunity, Anti-Harassment, and Workplace Civility*

#### **Authority:**

Directive 145, *Employee Relations and Performance*

**Effective Date:** April 1, 2026

#### **Amended:**

#### **Supersedes:**

Operating Procedure 145.3, March 1, 2023

**Access:**  Restricted  Public  Inmate

#### **ACA/PREA Standards:**

5-ACI-1C-06, 5-ACI-1C-08, 5-ACI-1C-09,  
5-ACI-2F-03; 4-ACRS-7E-02, 4-ACRS-7E-04,  
4-ACRS-7E-05, 4-ACRS-7E-06; 4-APPFS-3E-04,  
4-APPFS-3E-05, 4-APPFS-3E-06, 4-APPFS-3E-07;  
2-CI-6C-4, 2-CI-6D-2, 2-CI-6D-3; 2-CO-1C-09;  
1-CTA-1C-03

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### REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

### COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections (DOC). Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, Prison Rape Elimination Act (PREA) standards, and DOC directives and operating procedures.

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## DEFINITIONS

**Bona Fide Occupational Qualification (BFOQ)** - Statutory exception to Title VII of the Civil Rights Act of 1964, regarding discrimination on the basis of gender in certain circumstances; BFOQ exceptions are granted by the DOC Chief Human Resource Officer, or designee, when gender has been found to be a business necessity for a specific security post.

**Bullying** - Disrespectful, intimidating, aggressive, and unwanted behavior toward a person that is intended to force the person to do what one wants, or to denigrate or marginalize the targeted person.

**Cyber-Bullying** - Bullying that occurs using technology such as the internet, cell phones, or other electronic devices to intentionally harm others through hostile, threatening, disrespectful, demeaning, or intimidating electronic communications via the internet, cell phones, or other devices (e.g., emails, Instant Messages (IMs), text messages, blogs, pictures, videos, postings on social media, etc.).

**Disability** - An actual physical or mental impairment that substantially limits one or more major life activities; or a record of such impairment; or being regarded as having such an impairment.

**Discrimination** - Any policy or action taken that results in an unfair or unlawful disadvantage to either an individual or group of individuals based on a protected characteristic, including but not limited to race (including traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists), sex (including sexual harassment), pregnancy, childbirth, lactation or expression of breastmilk, and related medical conditions, marital status, color, national origin, religion, sexual orientation, gender identity or expression, age, political affiliation, veteran status, disability, genetic information, or any other characteristic protected by federal or state law.

**Ex-inmate or probationer/parolee** - An individual previously under the control and supervision of the Virginia Department of Corrections or a corrections agency in another state.

**Organizational Unit** - A DOC unit, such as a correctional facility, Regional Office, Probation and Parole Office, Virginia Correctional Enterprises, Academy for Staff Development, Infrastructure and Environmental Management Unit, Agribusiness Unit, and individual Headquarters units, e.g., Human Resource, Offender Management, Internal Audit.

**Organizational Unit Head** - The person occupying the highest position in a DOC organizational unit, such as a correctional facility, Regional Office, Probation and Parole Office, Virginia Correctional Enterprises, Academy for Staff Development, Infrastructure and Environmental Management Unit, Agribusiness Unit, and individual Headquarters units, e.g., Human Resource, Offender Management, Internal Audit.

**Pregnancy Related Conditions** - Any medical condition related to pregnancy, childbirth, or a related condition, ranging from routine pregnancy-related symptoms to more serious medical complications requiring clinical care. Pregnancy-related conditions include, but are not limited to, morning sickness, back pain, gestational diabetes, hypertension or preeclampsia, infections, placental conditions (including placenta previa or placental abruption), and pregnancy-related mental health conditions (including depression or anxiety). This includes lactation, meaning a condition that may result in the feeding of a child directly from the breast or the expressing of milk from the breast.

**Retaliation** - Any adverse employment action taken or condoned by an employer against an employee, applicant, or former employee, who has participated in a protected activity where there is a causal connection between the protected activity and the adverse action. Protected activities include, but are not limited to, exercising rights under anti-discrimination laws, reporting, or participating in an investigation into violations of anti-discrimination or workplace harassment policies, participating in the state's grievance procedure, or exercising any right otherwise protected by law. Types of retaliation include, but are not limited to, employment actions such as termination, refusal to hire, denial of promotion, threats, harassment, intimidation, unjustified negative evaluations or references, increased surveillance, or transfer to a less desirable position.

**Sexual Harassment** - Unsolicited, unwelcome behavior of a sexual nature including, but not limited to sexual advances, requests for sexual favors, or verbal, written or physical conduct of a sexual nature by a manager, supervisor, co-worker(s), or non-employee (third party)

**Third Parties** - Individuals who are not state employees, but who have business interactions with state employees (i.e. volunteers, contractors, vendors, and customers, including applicants for state employment or services)

**Witness** - A person who has or may have evidence/information pertinent to a complaint

**Workplace** - Any location, either permanent or temporary, where an employee performs any work-related duty; this includes, but is not limited to, buildings and surrounding perimeters, including the parking lots, field locations, alternate work locations, and travel to/from work assignments.

**Workplace Harassment** - Any unwelcome verbal, written or physical conduct that denigrates or shows hostility or aversion towards a person that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an employee's work performance; and
- Affects an employee's employment, opportunities, or compensation.

Workplace harassment on the basis of race (including traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists), sex (including sexual harassment, pregnancy, lactation or expression of breastmilk, and marital status), color, national origin, religion, sexual orientation, gender identity, age, political affiliation, veteran status, or against otherwise qualified persons with disabilities is illegal. Workplace harassment not involving protected areas is in violation of DOC operating procedures.



## PURPOSE

This operating procedure establishes the Department of Corrections' (DOC) Equal Employment Opportunity (EEO) policy and procedures and affirms the Department's commitment to equal opportunity in all facets of employment and human resource management. Employment practices shall be conducted without discrimination and in accordance with applicable federal and state law and the Governor's Executive Order on Equal Opportunity.

The DOC prohibits discrimination, harassment, sexual harassment, retaliation, bullying, cyber-bullying, and other inappropriate workplace conduct. The Department is committed to maintaining a safe, respectful, and civil workplace and expects all employees to conduct themselves in a manner that promotes mutual respect, inclusion, and professionalism.

## PROCEDURE

- I. Equal Employment Opportunity (EEO)
  - A. The DOC is committed to adherence to, and enforcement of, Executive Order Number Nine (2026), Equal Opportunity, which affirms that "it is the firm and unwavering policy of the Commonwealth of Virginia to ensure equal opportunity in all facets of state government." The foundational tenet of this Executive Order is premised upon a steadfast commitment to foster a culture of inclusion, diversity, and mutual respect. Support for equal employment opportunity initiatives must be considered in the evaluation of each manager's job performance. All employees are responsible for conducting themselves in a manner consistent with the requirements and principles of the Executive Order.
  - B. This operating procedure does not permit or require the lowering of Bona Fide Occupational Qualifications, performance standards, or qualifications to give preference to any state employee or applicant for state employment.
  - C. As directed by Code of Virginia (COV) §2.2-2903 *Grade or rating increase and other preferences for veterans and their surviving spouses and children, and members of the National Guard*, and Department of Human Resource Management (DHRM) Policy 2.10, *Hiring* appointing authorities and other management principals must take into consideration a veteran's military service, during the selection process, provided that such veteran meets all of the knowledge, skill, and ability requirements for the available position. Additional consideration must also be given to veterans who have a service-connected disability rating fixed by the United States Veterans Administration.
  - D. The DOC does not discriminate against qualified ex-inmates or probationers/parolees in hiring for non-sensitive positions. (5-ACI-1C-08; 4-ACRS-7E-06, 4-APPFS-3E-07) The Director, or designee, has the final authority to determine whether to hire ex-inmates or probationers/parolees.
  - E. Appointing authorities and other management principals are directed to take affirmative measures, as determined by the Director of the DHRM to emphasize the recruitment of qualified minorities, women, disabled persons, veterans, and older persons to serve at all levels of state government. (5-ACI-1C-06; 4-APPFS-3E-04; 2-CO-1C-09; 1-CTA-1C-03)
  - F. The DOC specifically prohibits employment discrimination, harassment including sexual harassment, bullying behaviors, threatening or violent behaviors, retaliation for participating in a protected activity, or other displays of inappropriate behavior toward any employee, applicant for employment, vendor, contractor, or volunteer. (5-ACI-1C-09; 4-ACRS-7E-04; 4-APPFS-3E-05; 4-APPFS-3E-06; 2-CI-6C-4, 2-CI-6D-2)
    1. Behaviors that undermine team cohesion, employee morale, individual self-worth, productivity, or safety are not acceptable.
    2. If any of these prohibited behaviors occur, the employee(s) or third parties are required to report the matter to an individual in authority through the established complaint protocol in the *Complaint Procedure* section of this operating procedure. See Operating Procedure 135.1, *Standards of Conduct*.



G. DOC procedures, guidelines, and practices must reflect sound human resource management that provides equal opportunity for all positions and aspects of employment. This includes, but is not limited to:

1. hiring, promotions, transfers, demotions, role changes, in-band adjustments, and layoffs;
2. performance management, employee development, employee recognition, and corrective actions and disciplinary actions; and
3. compensation, pay practices, benefits, and other terms, conditions, and privileges of employment, without regard to race (including traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists), sex (including sexual harassment), pregnancy, childbirth, lactation or expression of breastmilk, and related medical conditions, marital status, color, national origin, religion, sexual orientation, gender identity or expression, age, political affiliation, veteran status, disability, genetic information, or any other characteristic protected by law unless there are bona fide occupational qualifications (BFOQ). (5-ACI-1C-06; 4-ACRS-7E-05; 4-APPFS-3E-04, 4-APPFS-3E-06; 2-CI-6C-4, 2-CI-6D-3; 2-CO-1C-09; 1-CTA-1C-03)

H. Classified employees (including probationary), wage employees, third parties, and applicants may file complaints of discrimination, including but not limited to those based on:

1. race;
2. sex;
3. color;
4. national origin;
5. religion;
6. sexual orientation;
7. gender identity or expression;
8. age;
9. political affiliation;
10. veteran status;
11. disabilities, if otherwise qualified; or
12. violation of the Governor's Executive Order Number Nine (2026), *Equal Opportunity*.

I. Complaints should be reported as soon as possible after the incident occurs and filed in accordance with the *Complaint Procedure* section of this operating procedure. (5-ACI-1C-09; 4-ACRS-7E-04; 4-APPFS-3E-05; 4-APPFS-3E-06)

J. A state employee found in violation of this operating procedure will be subject to appropriate disciplinary action under Operating Procedure 135.1, *Standards of Conduct*.

## II. Bona Fide Occupational Qualification (BFOQ)

A. In accordance with Operating Procedure 401.2, *Security Staffing*, based upon duties, certain post assignments may be restricted to individuals of one gender with the approval of the Chief Human Resource Officer or designee.

B. Gender may be a BFOQ when there is a need to accommodate the personal privacy of inmates or probationers/parolees.

C. Where there is a conflict between the privacy rights of inmates or probationers/parolees and the employment opportunities of employees, an attempt will be made to reasonably rearrange job responsibilities in order to minimize the conflict between privacy interests and Title VII of the *Civil Rights Act of 1964*.



- D. Prior to establishing a BFOQ post assignment, the facility should explore reasonable, non-discriminatory alternatives.
- E. If reasonable alternatives are not available to allow an employee of either gender to be assigned to a specific post, that post may be designated as a BFOQ post.
- F. Where operating procedures require certain tasks to be performed by an employee of a specific gender, there is no need to establish a BFOQ post to perform those tasks.
- G. The Chief Human Resource Officer or designee must review and approve all BFOQ restrictions in accordance with Operating Procedure 401.2, *Security Staffing*.
- H. All posts being considered BFOQ due to the individual needs of the facility must be submitted to the Chief Human Resource Officer or designee for review and approval at least 30 days prior to being established as a BFOQ post assignment, or as soon as possible thereafter.
- I. Facility Unit Heads are responsible for submitting an annual list of approved BFOQ posts, including justifications for the BFOQ designation, to the Chief Human Resource Officer or designee for review. This list will be reviewed, revised as needed, and re-approved in accordance with standards as established in Operating Procedure, 401.2, *Security Staffing*.
- J. BFOQ designations are not allowed for general population housing unit floor posts or Front Entry posts.

### III. Requests for Accommodations

#### A. Disability

1. DOC provides reasonable accommodation for qualified individuals with disabilities as defined herein.
2. Any request for reasonable accommodation from an employee or applicant with a disability must be reviewed in accordance with Operating Procedure 150.3, *Reasonable Accommodations*.
3. Reasonable accommodation is also made to ensure that all unrestricted public areas of the facility are accessible and usable by employees and visitors with disabilities. (5-ACI-2F-03; 4-ACRS-7E-02)

#### B. Pregnancy

1. DOC provides reasonable accommodation on the basis of pregnancy, childbirth, lactation or expression of breastmilk, or related medical conditions.
2. Women affected by pregnancy or pregnancy related conditions must be treated in the same manner as other applicants or employees with similar abilities or limitations.
3. Requests for any accommodations must be submitted to the Organizational Unit Head or Human Resource Officer (HRO) for consideration in accordance with Operating Procedure 150.3, *Reasonable Accommodations*.

#### C. Religion

1. DOC provides reasonable accommodation for bona fide religious beliefs, practices, or observances upon request by an employee.
2. All requests for religious accommodation, including but not limited to specific grooming or attire requests, must be submitted orally or in writing to the Organizational Unit Head or HRO. The Organizational Unit Head or HRO must document all verbal requests for accommodation in writing.
3. The facility Organizational Unit Head, HRO or their designee(s) must submit the request to the DOC EEO Unit and the Chief Human Resource Officer or designee prior to making a final decision regarding accommodation.

- D. The DOC is not legally required to grant requested accommodation if the requested accommodation places an undue hardship on the DOC, interrupts the mission of a work unit, unreasonably increases expenditures to accommodate the request, causes scheduling and shift conflicts, or jeopardizes the safety and security



of inmates or probationers/parolees, employees, or the general public.

#### IV. Expectations and Prohibited Conduct

- A. It is the responsibility of all employees, applicants, vendors, contractors, and volunteers to maintain a professional, safe, and respectful work environment and to ensure that employment practices and workplace interactions are free from:
1. discrimination;
  2. workplace harassment of any kind (including sexual harassment);
  3. cyber-bullying;
  4. bullying;
  5. retaliation; and
  6. threatening or violent behaviors; and/or other displays of inappropriate workplace behavior or conduct.
- B. The DOC is committed to a culture of civility, dignity, and mutual respect and will not tolerate conduct, whether discriminatory or non-discriminatory, that undermines workplace civility, professionalism, safety, teamwork, operational effectiveness, or public trust.
1. Prohibited conduct includes discriminatory and non-discriminatory behavior that undermines civility, dignity, professionalism, safety, teamwork, operational effectiveness, or public trust. In determining whether conduct violates this operating procedure, the DOC will consider the totality of the circumstances, including the nature of the conduct, context, severity, frequency, relationship between the parties, and whether a reasonable person would view the conduct as offensive, intimidating, hostile, or otherwise inconsistent with a respectful workplace; see Attachment 1, *Guidance on Prohibited Conduct*.
- C. Once a situation comes to their attention, managers, supervisors, and other individuals in authority have a duty to promptly act to eliminate:
1. discrimination;
  2. workplace harassment of any kind (including sexual harassment);
  3. cyber-bullying;
  4. bullying;
  5. retaliation; and
  6. threatening or violent behaviors; and/or other displays of inappropriate workplace behavior or conduct.
- D. When necessary to protect the safety of employees and maintain a hostile-free environment, managers, supervisors, and other individuals in authority may separate the complainant and the alleged perpetrator, e.g., send the alleged perpetrator home or move the individual to another building, department, shift or break.
- E. Managers, supervisors, and other individuals in authority must report complaints or observed conduct in violation of this procedure to:
1. the Organizational Unit Head;
  2. Human Resource Officer;
  3. the DOC EEO Unit;
  4. or the Chief Human Resource Officer for monitoring, investigation, advice, or assistance.
- F. If an investigation determines a complaint has merit, immediate, appropriate corrective action must be taken.



- G. Managers, supervisors, and other individuals in authority will be subject to disciplinary action under Operating Procedure 135.1, *Standards of Conduct*, up to and including termination, if they:
1. allow observed or reported complaints of harassment, cyber-bullying, bullying, or other inappropriate behavior to continue;
  2. engage in retaliatory conduct; or
  3. fail to take appropriate action upon becoming aware of a complaint or prohibited behavior
- H. Employees will be subject to disciplinary action under Operating Procedure 135.1, *Standards of Conduct*, up to and including termination, if they if they engage in conduct determined to be:
1. discrimination;
  2. workplace harassment of any kind (including sexual harassment);
  3. cyber-bullying;
  4. bullying;
  5. retaliation; and
  6. threatening or violent behaviors; and/or other displays of inappropriate workplace behavior or conduct.
- I. Employees who encourage or ignore prohibited conduct by others will be subject to disciplinary action under Operating Procedure 135.1, *Standards of Conduct*, up to and including termination.
- J. Violations occurring outside the workplace may be grounds for disciplinary action, up to and including termination. In these situations, the DOC must demonstrate the conduct has a connection to the workplace, the productivity of the targeted individual or individuals, or the DOC's operations, services, or reputation. See: Operating Procedure 135.6, *Use of Social Media*.

V. Investigations

- A. During an administrative or Office of Law Enforcement Services investigation, employees are expected to:
1. cooperate fully;
  2. respond with truthful and complete answers to all proper questions of official interest; and
  3. provide the investigating authority with all information or evidence that may pertain to the specific matter under investigation.
- B. Failure to comply with investigation requirements may result in disciplinary action under Operating Procedure 135.1, *Standards of Conduct*, including demotion or discharge.
- C. Employees must acknowledge their rights and responsibilities pertaining to administrative proceedings and investigations by signing Attachment 2, *Notice of EEO Unit Investigation*.
- D. If an employee is found to be untruthful in any aspect of an investigation, it could affect their credibility as a Commonwealth of Virginia witness and their ability to perform the essential duties as required for employment.
- E. Personal counsel, attorneys, or others acting on behalf of the subject of an investigation, an employee, or a witness are not permitted to be present in EEO interviews during administrative, non-criminal investigations.
- F. Under no circumstances will anyone directly or indirectly interfere with an investigation or induce or coerce others not to cooperate with investigators. Any attempt to directly or indirectly interfere with an investigation is prohibited and subject to disciplinary action up to and including termination.
- G. Under no circumstances will anyone, directly or indirectly, attempt to identify or retaliate against any person suspected of making the allegation(s) or participating in the investigation, including but not limited

to threatening reprisal; or taking or directing another person to take, recommend, process, or approve any personnel action or any other retaliatory actions, or attempts to do the same.

H. Investigations focusing on administrative non-criminal matters that could lead to a Corrections Officer being issued a *Written Notice* 135\_F1, with transfer, suspension without pay, demotion, or termination will be conducted in accordance with COV §9.1-508 et seq., *Correctional Officer Procedural Guarantee Act*, and Operating Procedure 135.1, *Standards of Conduct*.

I. To ensure the integrity of the investigation, preserve relevant evidence, and protect the privacy of the complainant, accused, and other parties to the investigation, strict confidentiality is required throughout the entire EEO investigation. Information discussed or obtained through the investigative process will not be discussed with other individuals within the DOC except on a strict need-to-know basis only.

#### VI. Complaint Procedures (5-ACI-1C-09; 4-ACRS-7E-04; 4-APPFS-3E-05; 4-APPFS-3E-06)

A. Employees and third parties should report incidents of prohibited conduct as defined in this procedure to an individual in authority, their Human Resource Officer, or the DOC EEO Unit as soon as possible after the incident occurs, but no later than 180 days after the incident.

B. Under no circumstances will the individual alleging prohibited conduct be required to file a complaint directly with the individual(s) alleged to have engaged in the prohibited conduct nor will the individual alleged to have engaged in the prohibited conduct be allowed to investigate the complaint made against them.

#### C. Assurance against Retaliation

1. Employees and third parties who, in good faith, make complaints of inappropriate workplace conduct or provide information related to such complaints will be protected against retaliation.

2. Employees who request reasonable accommodation are protected from retaliation if the request is based on:

- a. disability;
- b. pregnancy;
- c. childbirth or related medical conditions; or
- d. bona fide religious beliefs.

3. Any adverse action taken against an employee for requesting accommodation protected from retaliation is strictly prohibited and will result in disciplinary action under Operating Procedure 135.1, *Standards of Conduct*.

4. If retaliation occurs, the complainant(s) or third party should immediately report the retaliation, as soon as possible after the incident occurs, to the individual's immediate supervisor or the Organizational Unit Head.

D. Employees and applicants for employment may file a complaint using any of the options noted below.

#### 1. Internal Department Complaint

a. The employee or applicant may report incidents of prohibited conduct to:

- i. their supervisor or supervisors;
- ii. their Organizational Unit Head;
- iii. their Human Resource Officer;
- iv. the DOC EEO Unit; or
- v. any individual in authority.

b. Employees, contract workers, volunteers, etc., may submit a *Charge of Discrimination Complaint* 145\_F8 to the DOC EEO Unit.

#### 2. State Complaint



- a. Any state employee or applicant for state employment may file an allegation of violation of the Governor's Executive Order with the DHRM Office of Workforce Engagement's (OWE) Diversity and Inclusion Unit (D&I) at (804) 225-2136 or [owe@dhrm.virginia.gov](mailto:owe@dhrm.virginia.gov).
  - b. Grievance Procedure
    - i. Eligible employees may also use the State Employee *Grievance Procedure*, which is administered by DHRM as outlined in the [DHRM Grievance Procedure Manual](#).
    - ii. An employee may not simultaneously use the grievance procedure and a formal state complaint with DHRM to address the same work-related action.
3. Federal Complaint Process
- Employees, and applicants for Commonwealth employment, may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC).
4. Those wishing to file a complaint or grievance may also contact the Advice Line (1-888-23ADVICE) (1-888-232-3842), administered by DHRM, to discuss concerns and be advised of options and procedures.
5. Additional resources may be found at the DHRM [Office of Employment Dispute Resolution](#) (EDR) and within Operating Procedure 145.4, *Employee Grievances*.

## VII. Agency and Management Responsibilities

### A. Managers and supervisors are required to:

1. ensure compliance and consistent application of this procedure;
2. support equal employment opportunity, and diversity and inclusion activities;
3. express strong disapproval and zero tolerance of all forms of prohibited conduct;
4. intervene when they observe any acts or behaviors that may be considered prohibited conduct;
5. report any prohibited conduct of which they are aware, whether or not a complaint has been made, to their Organizational Unit Head, Human Resource Officer or the DOC EEO Unit as soon as possible after the incident occurs;
6. take immediate action to prevent retaliation towards the reporting party or any participant in an investigation; and
7. take immediate action to eliminate any harassment, discrimination, cyber-bullying, bullying, threats or violent behavior, and other inappropriate behavior.

B. The Chief Human Resource Officer or designee must ensure that necessary data and reports regarding equal opportunity are maintained and supplied as required for the DOC.

C. The Deputy Directors and Regional Administrators will ensure necessary data and reports are maintained and submitted in accordance with instructions of the Chief Human Resource Officer.

## REFERENCES

[Executive Order Nine \(2026\)](#)

[COV §2.2-2903, \*Grade or rating increase and other preferences for veterans and their surviving spouses and children, and members of the National Guard\*](#)

[COV §9.1-508 et seq., \*Correctional Officer Procedural Guarantee Act\*](#)

[Department of Human Resource Management Policy 2.05, \*Equal Employment Opportunity\*](#)

[Department of Human Resource Management: Policy 2.10, \*Hiring\*](#)

[Department of Human Resource Management Policy 2.35, \*Civility in the Workplace\*](#)

[Department of Human Resource Management, \*Discrimination Complaint Procedure\*](#)



Operating Procedure 135.1, *Standards of Conduct*

Operating Procedure 135.6, *Use of Social Media*

Operating Procedure 145.4, *Employee Grievances*

Operating Procedure 150.3, *Reasonable Accommodations*

Operating Procedure 401.2, *Security Staffing*

[Title VII of the Civil Rights Act of 1964](#)

## **ATTACHMENTS**

Attachment 1, *Guidance on Prohibited Conduct*

Attachment 2, *Notice of EEO Unit Investigation*

## **FORM CITATIONS**

*Written Notice 135\_F1*

*Charge of Discrimination Complaint Form 145\_F8*

