



# MISSOURI DEPARTMENT OF TRANSPORTATION PERSONNEL POLICY MANUAL

**POLICY TITLE:** Equal Employment Opportunity  
**NUMBER:** 0505  
**CHAPTER TITLE:** Employment

**EFFECTIVE DATE:** March 15, 2025  
**PRIOR EFFECTIVE DATE:** April 1, 2022

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## **POLICY STATEMENT**

It is the department's intention to provide fairness in all personnel management transactions including recruiting, hiring, training and development, job assignments, promotions, transfers, personnel policy administration, benefits, demotions, terminations, rate of compensation, and discipline.

Discrimination or harassment based on race, sex, age, religion, color, national origin, ancestry, sexual orientation, gender identification, veteran status, disability, or genetic information is prohibited and will not be tolerated. Retaliation against any employee who complains about discrimination or harassment is also prohibited and will not be tolerated.

## **DEFINITIONS**

**Discrimination:** An adverse job action taken against an employee (e.g., disciplinary action, change of work assignments, negative performance evaluation, or promotion denial) based on race, sex, age, religion, color, national origin, ancestry, disability, sexual orientation, gender identification, veteran status, or genetic information.

**Harassment:** Includes, but is not limited to, verbally or physically abusive, insulting, hostile, or intimidating behavior or conduct toward an individual or group based on race, sex, age, religion, color, national origin, ancestry, sexual orientation, gender identification, veteran status, disability, or genetic information.

**Sexual Harassment:** Any behavior of a sexual or sexist (gender-based) nature that is unwelcomed and creates a hostile, offensive, or intimidating work environment, including, but not limited to, sexual advances, requests for sexual favors, sexual or sexist comments, physical touching, obscene, lewd, or derogatory material that is posted or circulated (electronically or otherwise) within the workplace and any other unwelcome behavior of a sexual or sexist nature.

**Retaliation:** An adverse job action taken against an employee, including, but not limited to, disciplinary action, reduction of duties, change of work assignment, negative performance evaluation, negative reference, or promotion denial as a direct result of an employee's opposition to unlawful employment practices, or because the employee filed a charge, testified, assisted, or participated in a proceeding, investigation, or litigation regarding discrimination, sexual harassment or harassment.

**Inclusion/Inclusive:** An environment that invites participation and encourages mutual respect

and sensitivity for everyone.

### **PROVISIONS / REQUIREMENTS**

1. Any employee found to have engaged in discrimination, harassment, sexual harassment, or retaliation will be subject to discipline, up to and including termination.
2. Districts/divisions/offices are responsible for notifying the Human Resources Division immediately of potential claims of discrimination, harassment, sexual harassment, or retaliation. If the claims involve the Human Resources Division, districts/divisions/offices must immediately report the claims to the Audits and Investigations (AI) Division.
3. In an effort to prevent sexual harassment, the department prohibits any consensual social relationship between a management level employee or supervisor and an employee in their line of authority. See Personnel Policy 2513, "Workplace Relationships."
4. When a job vacancy is to be staffed, refer to Personnel Policy 0517, "Staffing of Department Vacancies." An attempt should be made to ensure a diverse applicant pool.
5. Supervisory personnel will be evaluated on and held accountable for demonstrating support for the department's commitment to equal opportunity including, but not limited to, the following:
  - a. Taking immediate action to stop or prevent any occurrences of reported or observed incidents of discrimination, harassment, sexual harassment, or retaliation within the workplace.
  - b. Immediately reporting allegations, observations, reports of discrimination, harassment, sexual harassment, retaliation, or any other inappropriate behavior to a local Human Resource representative. If the allegation(s), observation(s), or other reported issue(s) within this paragraph involve the local Human Resources representative, supervisors must immediately report the concern to the AI Division. Any allegations involving the workplace must be reported even if they were discovered outside of the workplace. Human Resources representatives are responsible for notifying AI of reported potential violations of this policy.
  - c. Cooperating in any investigation of harassment, sexual harassment, or discrimination, including providing signed, sworn statements regarding the allegations.
  - d. Being respectful and inclusive at all times in personal actions and personal communications while conducting MoDOT business.

Failure to demonstrate support for the department's commitment to fairness, equal opportunity and merit-based decision-making may result in disciplinary action, up to and including termination.



Ashley Halford  
Human Resources Director

**CROSS REFERENCES**

[Personnel Policy 0506, "Disability Accommodations"](#)

[Personnel Policy 0517, "Selection Process"](#)

[Personnel Policy 2101, "Equal Employment Opportunity Complaint Procedure"](#)

[Personnel Policy 2512, "Workplace Security"](#)

[Personnel Policy 2513, "Workplace Relationships"](#)