



EEO Policy Statement Poster

The State of Montana is an equal employment opportunity employer and prohibits discrimination based on race, color, national origin, age, physical or mental disability, genetic information, marital status, religion, creed, sex, sexual orientation or political beliefs unless based on a bona fide occupational qualification (BFOQ). The State also prohibits discrimination in providing services, activities and programs unless providing a reasonable accommodation or reasonable modification would cause an undue hardship.

The State of Montana is committed to resolving complaints of discrimination in a fair and timely manner. The complaint resolution procedure is a dispute resolution process used when an applicant, client, customer or employee alleges that discrimination has taken place. Management must investigate when reports are received. Complaints concerning disability discrimination are submitted to the agency Americans with Disabilities Act (ADA) Coordinator. All other complaints are submitted to the agency Equal Employment Opportunity (EEO) Officer. This complaint resolution procedure may not cover members of a collective bargaining unit unless it is stipulated in the bargaining agreement.

Any applicant, client, offenders, or employee who believes he or she or another person has been subjected to a discrimination of the equal employment opportunity policy is encouraged to report the incident(s) or action(s) to management as soon as possible after the alleged discrimination occurs. Early reporting is encouraged, because management's ability to investigate and act on reports diminishes with time.

Other Complaint Filing Options:

An applicant, client, offender, or employee may concurrently file a complaint of unlawful discrimination with:

- (1) the Human Rights Bureau (PO Box 1728, Helena, MT 59624-1728, phone 1-800-542-0807.) The complaint must be filed either:
 - (a) within 180 days of the alleged incident; or
 - (b) if the employee initiates action to resolve the alleged discrimination in accordance with this procedure or contract grievance procedure, within 300 days of the alleged incident.
- (2) the United States Equal Employment Opportunity Commission (EEOC) (Denver District Office, 303 E 17th Ave. Ste. 510, Denver CO 80203, phone 1-303-866-1300 or 31-303-866-1950 TTY.) The complaint must be filed within three hundred (300) calendar days of the alleged discriminatory occurrence.
- (3) clients also have the right to file discrimination complaints with the United States Department of Justice, Civil Rights Division (950 Pennsylvania Avenue, N. W., Washington DC 20530-001 202-514-2000.)

EEO Officer's Business Label

ADA Coordinator's Business Label