

**CHANGES TO THE DCEA EMPLOYEE HANDBOOK**  
**May 10, 2018 Board Meeting**

**NEW**

**1.6 NON-DISCRIMINATION in AGENCY OPERATIONS**

Add this sentence to the end of paragraph:

Discrimination, harassment and retaliation of any kind, whether from an employee or a third party, will not be tolerated and will be dealt with swiftly.

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**NEW**

**1.7 DISABILITY POLICY**

Add this sentence to the end of paragraph:

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**CURRENT**

**1.8 TITLE VI**

Title VI of the Civil Rights Act prohibits discrimination in the delivery of services on the grounds of race, color or national origin. All DCEA employees must comply with Title VI. No person may be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or benefit because of race, color, religion, sex, age, national origin, disability, family status or veteran status unless those exclusions are mandated by program service eligibility criteria.

No person shall be excluded because of their limited English proficiency, or their inability to speak English. It is the responsibility of the Agency to provide a translator where required to enable applicants or program participants to access DCEA programs. Persons with limited English proficiency must have meaningful access to all services for which they are eligible. The client eligibility guidelines of each funded program shall be strictly observed. All employees are required to comply with these policies.

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Discrimination, harassment and retaliation of any kind, whether from an employee or a third party, will not be tolerated and will be dealt with swiftly. If an individual believes that he or she has been subjected to discrimination, harassment or retaliation, he/she should take the complaint to their immediate supervisor and/or the Human Resources Department as soon as possible.

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## **CURRENT**

### **9.10 SOCIAL MEDIA POLICY**

#### **Retaliation is prohibited**

DCEA prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

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