## **DISCRIMINATION IS PROHIBITED**

The Arkansas Department of Human Services prohibits discrimination against its employees, job applicants, clients, and customers because of race, color, religion, sex, age, national origin, political beliefs, or disability that impairs one or more major life activities as defined in the Americans with Disabilities Act.

Employees, job applicants, clients, and customers of DHS are assured that the services, work environment, and conditions of employment shall be afforded on an Equal Opportunity basis.

If you believe that you have been denied opportunities or that you have suffered discrimination or harassment because of your protected status, you should report the person or persons violating your rights immediately to your supervisor, the County Administrator, or using the complaint procedure described below. Witnesses to discrimination or harassment may use the same reporting procedure.

Complaints of discrimination or harassment may be directed to:

DHS Office of Equal Opportunity/Employee Relations 205 Donaghey Plaza North P.O. Box 1437, Slot 205 Little Rock, AR 72203

Telephone: (501) 682-6003

FAX: (501) 682-8926 TDD: (501) 682-7958

If unlawful discrimination or harassment has occurred, corrective action will be taken promptly. Disciplinary action, when appropriate, will be administered in accordance with DHS Policy 1084, Employee Discipline.

DHS Director

Reference: DHS Policy 1009, Equal Opportunity/Affirmative Action

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