

ARKANSAS DEPARTMENT OF TRANSPORTATION
LITTLE ROCK, ARKANSAS

September 11, 2017

**ADMINISTRATIVE CIRCULAR NO. 2017-13 (Supersedes Administrative Circular
No. 2014-09)**

TO: DIVISION HEADS AND DISTRICT ENGINEERS

SUBJECT: EEO POLICY STATEMENT ON SEXUAL HARASSMENT

In accordance with federal requirements, this is to advise that harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964. Under that law, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

It is imperative that all Department employees be assured a working atmosphere free from sexual harassment. Therefore, the Department prohibits sexual harassment of its employees in any form.

Information of an alleged act of discrimination and/or harassment because of race, color, religion, sex, national origin, age or disability should be forwarded to: Internal EEO Coordinator Stephanie Martin, 10324 1-30, Room 103, Central Office Building, Little Rock, AR 72203; (501) 569-4941 (Voice TTY 711); or the following email address: stephanie.martin@ardot.gov.



Scott E. Bennett, P.E.
Director

c: Highway Commission
Deputy Director and Chief Operating Officer
Deputy Director and Chief Engineer
Assistant Chief Engineers
Chief Counsel
Section Head — EEO/DBE Section
Division Administrator - FHWA

ARKANSAS DEPARTMENT OF TRANSPORTATION
LITTLE ROCK, ARKANSAS

September 11, 2017

ADMINISTRATIVE ORDER NO. 2017-04 (Supersedes Administrative Order No. 2015-04)

TO: DIVISION HEADS AND DISTRICT ENGINEERS

SUBJECT: EEO POLICY STATEMENT AND AFFIRMATIVE ACTION COMMITMENT

The Arkansas Department of Transportation executed a Certificate of Assurance with regard to our Equal Employment Opportunity (EEO) Program and is therefore legally obligated to ensure equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, age, disability, or genetic information as a fundamental agency policy. According to the Equal Employment Opportunity Commission, discrimination against an individual because of gender identity, including transgender status, or because of sexual orientation is discrimination because of sex in violation of Title VII.

The Department's internal employment practices are an integral part of the agency's total commitment and support of its Equal Employment Opportunity Program.

For effective administration and implementation of the EEO Program, there must be involvement, commitment and support from executives, managers and supervisors. You are advised that responsibility for positive implementation of the Affirmative Action Plan will be expected of and shared by all management and supervisory personnel. You are further advised that you will be held accountable for your actions in this area and you will be evaluated in carrying out these responsibilities.

The major responsibility must be recognition and removal of any barriers to equal employment opportunity, identification of problem areas and of persons unfairly excluded or held back, and action enabling them to compete for jobs on an equal basis.

This type of commitment not only benefits those who have been denied equal employment opportunity, but will also greatly benefit the organization by attaining maximum utilization of the great reservoir of untapped human resources and skills, especially among women, minorities and the disabled.



Scott E. Bennett, P.E.
Director

c: Highway Commission
Deputy Director and Chief Operating Officer
Deputy Director and Chief Engineer
Assistant Chief Engineers
Chief Legal Counsel
Section Head — EEO/DBE Section
Division Administrator — FHWA