

**Proposed Changes to House Policy
for the Prevention of Discrimination**

- 1) Separate Discrimination Prevention Policy from the Panel's rules of procedure
 - a) Policy can focus on the information that is important with respect to the working environment in the House:
 - i) Statement that discrimination is unlawful/prohibited
 - ii) Statement that retaliation for filing a complaint or for cooperating in an investigation is unlawful/prohibited
 - iii) Description and examples of discrimination
 - iv) Identify range of consequences for employees or members who engage in discrimination
 - v) Describe process for internal complaints about discrimination, including names and contact information for persons to whom complaints can be made
 - (1) Current policy lacks contact information
 - vi) Summarize complaint process of State and federal employment discrimination enforcement agencies, and provide contact information for agencies
 - b) A shorter policy can be made more user friendly and digestible, providing essential information to members and staff in an easily readable form
- 2) If the procedural rules are separated from the policy, the policy or rules can be updated without needing to reopen the other document
- 3) Update policies to incorporate Office of Legislative Human Resources
 - a) HR is a resource to:
 - i) individuals who have reported discrimination
 - ii) supervisors who are made aware of discrimination
 - iii) the Panel
- 4) Update policy and panel procedures to reflect legislative staff restructuring
 - a) Offices of Legislative Information Technology and of Legislative Operations need to be added