



OFFICE OF THE GOVERNOR

April 3, 2018

Dear Cabinet Members,

Thank you for your continued efforts to ensure that your agencies and departments are providing our employees with a work environment that is truly accountable and productive.

Over the past several months, at the direction of this office, the secretaries of the Government Operations Agency and Business, Consumer Services and Housing Agency convened a working group comprised of experienced professionals from across state government to review current state policies and procedures related to discrimination and harassment.

Based on advice from this working group, I am directing state agencies and departments to take the following administrative actions:

- Expand support and training for the Equal Employment Opportunity Officers and other state employees charged with documenting and investigating complaints within state departments.
- Update relevant procedures so that investigations into allegations of harassment or discrimination are completed and documented in a consistent way, even in instances where an employee resigns or retires in the midst of an ongoing investigation.
- Establish a tracking system that will enable the collection of discrimination and harassment complaints across state agencies and departments so that patterns of misconduct can better be identified and remedied.
- Update and improve the current training curriculum and materials used in the prevention of sexual harassment.
- Extend education and training in the prevention of discrimination to all state government employees.
- Ensure all departments and agencies institute codes of conduct that set clear rules for appropriate behavior.

Thank you for your continued work.

Sincerely,

Keely Martin Bosler
Cabinet Secretary