SOUTH DAKOTA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE			POLICY NUMBER 100-10	PAGE NUMBER 1 OF 2
			DISTRIBUTION:	Public
			SUBJECT:	Staff Anti-Harassment and Discrimination Policy
RELATED STANDARDS:	**ACA 5-ACI-1C-09**		EFFECTIVE DATE:	September 01, 2026
			SUPERSESSION:	09/01/2025
DESCRIPTION: General Administration		REVIEW MONTH: August	**NICK LAMB** **SECRETARY OF CORRECTIONS**	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to be committed to maintaining a workplace free of harassing, discriminatory, and offensive behavior. It is the policy of the DOC to treat all employees with dignity and respect, and to provide a workplace that is free from discrimination based on race, color, religion, national origin, sex, gender (including pregnancy, gender identity, gender expression, gender change, or transgender status), age (40 or older), genetic information, disability, parental status, political affiliation, membership in an employee organization, marital status, reprisal, or other non-merit factors. The DOC is committed to fair treatment and equal opportunity for all staff members.

II. PURPOSE

The purpose of the Staff Anti-Harassment and Discrimination policy is to:

1. Provide a ***written policy, procedure, and practice prohibiting sexual harassment*** **[ACA 5-ACI-1C-09]**.
2. Provide employees with a process to follow whereby they can file a complaint of unlawful discrimination or harassment.

III. DEFINITIONS

None.

IV. PROCEDURES

1. Conduct and Retaliation:

A. Staff have the right to experience a workplace free from discrimination, harassment, or offensive behavior.

B. DOC staff members are expected to conduct themselves in a manner consistent with this policy, and to maintain a work environment free from discrimination. All staff members are responsible for treating fellow staff, offenders, and the public with dignity and respect. Staff shall not practice discriminatory, harassing, or offensive behavior nor condone it in others.

   1. In regard to this, supervisors are responsible for ensuring staff they supervise comply with this policy and for clearly identifying behavior that is unlawful, or inappropriate in the workplace.

C. Staff found to have engaged in harassing, discriminatory, or offensive behavior are subject to disciplinary action.

D. Staff who believe they have been subjected to discrimination, harassment, or offensive behavior through the conduct of another staff member must report to their supervisor, a higher-level supervisor, the employee's human resource manager, or the equal employment opportunity (EEO) officer for the Bureau of Human Resources and Administration (BHRA) at 605.773.4918. Offenders may utilize the offender grievance process or contact staff. Members of the public may file a complaint with the secretary of corrections (SOC), warden, or associate warden of the institution.

E. The DOC shall not retaliate against another who has filed a complaint alleging discrimination or harassment, or who has participated in an investigation or lawsuit based on charges of discrimination or harassment.

F. Staff members are prohibited by DOC policy from harassing or discriminating against offenders.

2. The Bureau of Human Resources and Administration (BHRA) Anti-Harassment / Discrimination Policy:

A. The BHRA policy on Anti-Harassment/Discrimination applies to all DOC staff.

B. Please review the Employee Handbook at the link provided https://bhr.sd.gov/policies-forms/policies/ for the most up-to-date version of BHRA policies.

C. The BHRA Anti-Harassment/Discrimination policy and this policy will be made available to staff during basic and annual in-service training and through electronic dissemination upon annual review and approval by the SOC.

D. DOC training staff will review the BHRA Anti-Harassment/Discrimination policy with staff during basic training and answer any questions presented.

E. All staff have an affirmative responsibility to seek out their supervisor if they have questions regarding this policy or any related content.

V. RESPONSIBILITY

The deputy secretary of corrections will review this policy annually and update as necessary.

VI. AUTHORITY

None.

VII. HISTORY

September 2026
September 2025
September 2024
August 2023
May 2021

ATTACHMENTS

None.