Texas Department of Criminal Justice

Bryan Collier
Executive Director

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Dear TDCJ Employee:

This correspondence is to reaffirm the Texas Department of Criminal Justice's (TDCJ) continuing commitment to its zero tolerance policy for workplace discrimination, including sexual harassment. The TDCJ's policies ensure that any applicant, employee, or intern shall receive equal opportunities in all employment-related matters regardless of their race, color, sex (gender), national origin, age, religion, disability, or genetic information. Retaliation for reporting or otherwise opposing alleged discrimination or harassment will not be tolerated.

Sexual harassment has been defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) the conduct is sufficiently pervasive or severe that it has the effect of unreasonably interfering with an individual's work performance or creating a work environment that a reasonable person would find intimidating, hostile, or offensive; (2) submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or (3) submission to or rejection of the conduct by an individual is used as the basis for an employment decision affecting the individual.

In addition to being illegal and offensive, harassment or discrimination in the workplace due to race, color, religion, sex (gender), national origin, age, disability, or genetic information by fellow employees is demeaning to both the victim and the TDCJ and can result in high turnover, absenteeism, low morale, decreased productivity, and an uncomfortable atmosphere in the workplace. Therefore, it is vital that TDCJ policies of equal employment opportunity and zero tolerance for workplace discrimination, including sexual harassment, be adhered to by every employee and enforced by every manager and supervisor in the TDCJ. Behavior by any employee that violates these policies or the condoning of such behavior by any manager or supervisor may result in disciplinary action, up to and including dismissal.

There may be persons who do not realize others view their behavior as offensive. Therefore, it is important to let your fellow employee(s) know when you consider such behavior offensive. If you believe you have been subjected to any form of discrimination or harassment, in violation of PD-13, "Sexual Harassment and Discourteous Conduct of a Sexual Nature" or PD-31, "Discrimination in the Workplace," I encourage you to contact any TDCJ official, and/or the Employee Relations Intake Team at (936) 437-4240, file a complaint as outlined in PD-13 or PD-31, or contact the Texas Workforce Commission - Civil Rights Division at 1-888-452-4778 and/or the U.S. Equal Employment Opportunity Commission at 1-800-669-4000.

Supervisors must contact Employee Relations Intake no later than 72 hours after witnessing conduct or becoming aware of any alleged conduct that might be prohibited by the TDCJ's policies prohibiting employment discrimination and discourteous conduct of a sexual nature.

Thank you for supporting the TDCJ's policies of equal employment opportunity and zero tolerance for discrimination. As always, your dedication to duty is appreciated.

Sincerely,

Bryan Collier
Executive Director