

**Kansas Department of Administration**  
**Equal Employment Opportunity (EEO)**  
**Policy Statement**

As Secretary of the Department of Administration, I wish to hereby reaffirm my commitment to and support for ensuring that all individuals who have the necessary qualifications receive an equal opportunity to compete for employment and advancement within the Department of Administration. All employment transactions shall be made on the basis of an individual's qualifications without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position or that is unrelated to the entity's ability to perform the State service or program (except where required by bona fide occupational qualifications). It is the responsibility of every employee to adhere to and promote this policy.

Further, all employees shall endeavor to create and promote a work environment that is free of unwelcome sexual advances, sexually harassing language, unwanted sexually suggestive remarks, or any other sexually harassing action. All employees are expected to develop and maintain respectful and professional relationships with the department's employees and customers.

Additionally, all management personnel shall support recruitment and career development plans which ensure equitable representation of minorities, women, and persons with disabilities in all job categories and maintain appropriate affirmative action records.

As a public employer, the Department of Administration has the duty and responsibility to adhere to the letter and spirit of the law in achieving its affirmative action goals and shall encourage all staff to support the achievement of these goals. Such goals do not imply preferential treatment or lower standards and should not be interpreted as imposed quotas. Rather, they are a reflection of the Department of Administration's commitment to diversity.

Kim Warren, with the D of A Personnel Office in the Office of Personnel Services, has been designated as the EEO Coordinator for the Department of Administration. Kim can be reached at Room 401, Landon State Office Building, 900 SW Jackson, Topeka, KS 66612, (785) 296-4770.



Adam C. Proffitt, Secretary  
Department of Administration

03-27-2023

Date