



### Veterans Employment Program

The Department of Correction has implemented a Veterans Employment Program specifically designed to identify, increase and advance these individuals in employment within the Department. The program's purpose is to address the needs of all Veterans. In addition, Vietnam Era Veterans can self-certify for protected class benefits.

### Recruitment and Outreach Initiatives

The Office of Diversity and Equal Opportunity participates in job fairs and outreach programs throughout the state in order to identify and recruit qualified applicants of diverse backgrounds for employment opportunities. In addition the office is involved in developing partnering opportunities in all diverse communities statewide.

### Affirmative Market Program

The Office of Diversity serves as a liaison to the Commonwealth of Massachusetts Affirmative Market Program mandated by Executive Order 390 which promotes the use of Minority and Women-Owned Businesses (M/WBE) in the public procurement process. DOC establishes fiscal year spending benchmarks to procure with SOMWBA certified M/WBEs in all types of contracting.

### Advocacy & Referral Service

The Office of Diversity's newly established Helpline is available to all stakeholders including DOC Staff, community partners, interested applicants and other state agencies assisting in the following areas:

- ADA Requests
- Employment Opportunities
- Advocacy
- Information & Referral
- Mediation and Resolution Process
- Pre-Employment Counseling

### Staff Development & Training

Our Staff is available to provide workshops and training on:

- Diversity Awareness & Cultural Competencies
- Affirmative Market Program
- ADA Reasonable Accommodation
- EO 478 Compliance & Competencies.



# Diversity is for Everyone



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**Deval L. Patrick**  
Governor

Timothy P. Murray  
Lieutenant Governor

Harold W. Clarke  
Commissioner



## EXECUTIVE ORDER 478

The Office of Diversity and Equal Opportunity is responsible for implementing and monitoring Executive Order 478 signed by Governor Deval Patrick which promotes diversity and equal opportunity in the Commonwealth. Executive Order 478 is available for viewing at [www.mass.gov/hrd](http://www.mass.gov/hrd) or for internal users, on the Diversity Office's intranet site.



It is the mission of the Department of Correction to create a workplace that reflects the diversity of the Commonwealth and all its citizens. We endeavor to create an inclusive environment that values and respects all cultural differences. DOC's initiatives are developed to embrace a diverse workforce and business partners from all communities. DOC is deeply committed to equal access and will continue to implement initiatives that encourage diversifying our workforce and procurements.

Diversity is for  
**EVERYONE**

Connecting  
opportunities for  
the right people.

### DOC Office of Diversity & Equal Opportunity Strives to:

- Ensure our work environment promotes equal employment opportunity for all.
- Cultivate an environment of inclusion by providing representation of diverse individuals in our workforce and minority and women vendors in our affirmative purchasing program (AMP).
- Provide an inclusive culture respectful of individual differences and free of illegal discriminatory behavior.

### Self Identification of Disability

In accordance with Executive Order 478 regarding Non-Discrimination, Diversity, Equal Opportunity and Affirmative Action, each employee and applicant for employment within the executive branch of state government is invited to indicate whether he/she has a disability, for the purposes of self-identifying as a member of a protected status. This information is intended solely in connection with the Commonwealth's affirmative action efforts. It is requested on a voluntary basis, and declining to provide it will not subject staff to any adverse treatment. This information is kept confidential. The self identification forms are available by calling 508-850-7784 or 508-850-7783 or on the DOC Intranet.

### Reasonable Accommodation

The State Office of Diversity and Equal Opportunity issued guidelines to all state agencies regarding the Commonwealth's program for persons with disabilities as part of the implementation of Executive Order 478. The purpose of the request for Reasonable Accommodation is to provide the opportunity for any employee to request an accommodation. Any Department of Correction employee can contact the Office of Diversity and Equal Opportunity, Industries Drive, P.O. Box 946 Norfolk, Ma. 02056 or call 508-850-7790 or 508-850-7784. You can also contact the Statewide Office of Diversity and Equal Opportunity 617-727-7441 or the Massachusetts Office of Disability (V/TTY) to receive further information.



If we cannot end now our differences, at least we can help make the world safe for diversity.

-John F. Kennedy

