

Department of Mental Health  
**TRANSMITTAL LETTER**

<b>SUBJECT</b> Uniform Language in Anti-Discrimination Issuances and EEO Notices		
<b>POLICY NUMBER</b> 630.1A	<b>DATE</b> November 22, 2002	<b>TL#</b> 19

**Purpose.** To include the revised uniform language that is required for use in all documents issued by the Department of Mental Health (DMH) that recite the District's policy against discrimination as prescribed by the Human Rights Act of 1977. The language now includes a person "perceived" to be in any of the Act's protected categories.

**Applicability.** Applies to the DMH Mental Health Authority, D.C. Community Services Agency (D.C. CSA), and Saint Elizabeths Hospital (SEH).

**Policy Clearance.** Reviewed by affected responsible staff and cleared through appropriate MHA offices.

**Implementation Plans.** A plan of action to implement or adhere to a policy must be developed by designated responsible staff. If materials and/or training are required to implement the policy, these requirements must be part of the action plan. Specific staff should be designated to carry out the implementation and program managers are responsible to follow through to ensure compliance. Action plans and completion dates should be sent to the appropriate authority. Contracting Officer Technical Representatives (COTRs) must also ensure that contractors are informed of this policy if it is applicable or pertinent to their scope of work. *Implementation of all DMH policies shall begin as soon as possible. Full implementation shall be completed within sixty (60) days after the date of this policy.*

**Policy Dissemination and Filing Instructions.** It is imperative that managers and supervisors of the DMH ensure that staff are informed of this change. Each staff person who maintains policy manuals should promptly make the changes below to the above referenced policy.

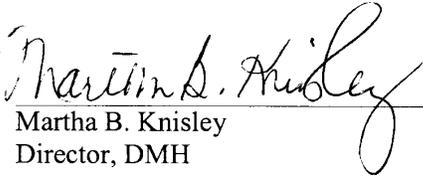
**ACTION**

**REMOVE AND DESTROY**

DMH Policy 630.1,  
dated September 12, 2002

**INSERT**

DMH Policy 630.1A

  
\_\_\_\_\_  
Martha B. Knisley  
Director, DMH

 <p>GOVERNMENT OF THE DISTRICT OF COLUMBIA</p> <p><b>DEPARTMENT OF MENTAL HEALTH</b></p>	<p><b>Policy No.</b> 630.1A</p>	<p><b>Date</b> November 22, 2002</p>	<p><b>Page 1</b></p>
	<p><b>Supersedes DMH Policy 630.1, dated September 12, 2002</b></p>		
<p><b>Subject: Uniform Language in Anti-Discrimination Issuances and EEO Notices</b></p>			

1. **Purpose.** To set forth the requirement for use of uniform language in all documents issued by the Department of Mental Health (DMH) that recite the District's policy against discrimination as prescribed by the Human Rights Act of 1977.

2. **Applicability.** Applies to the DMH Mental Health Authority, D.C. Community Services Agency (D.C. CSA), and Saint Elizabeths Hospital (SEH).

3. **Authority.** Mayor's Order 2002-175, dated October 23, 2002; Human Rights Act of 1977, as amended.

4. **Policy.** The DMH does not tolerate discrimination in any of its services or business practices and requires adherence to the provisions of the Human Rights Act of 1977.

5. **Responsibilities.**

5a. The DMH Chief Compliance Officer and Regulatory Counsel shall:

- **Provide** guidance and direction to DMH staff and answer any questions related to adherence to and implementation of this policy.
- **Monitor** adherence at the Authority level and collaborate, as needed, with the Chief Executive Officers (CEOs) at D.C. CSA and SEH to confirm that each of these organizations is continually in compliance.

5b. CSA and SEH CEOs or designees shall:

- **Take** actions to implement this policy and monitor on-going adherence to its requirements in each CEO's respective organization.

5c. Managers and supervisors shall **ensure** that all documents that they issue that recite the District's policy against discrimination contain the language required in Section 7 below.

6. **Anti-Discrimination Issuances and Equal Employment Opportunity Notices (EEO).** Any document issued by a component of the DMH that recites the District's policy against discrimination shall fully enumerate all categories of discrimination protected from discrimination by the Human Rights Act of 1977. Such documents include, but are not limited to: job announcements, equal employment opportunity notices, contract solicitations, contracts, special instructions, and materials processed through the Administrative Issuance System that recite the District's anti-discrimination policy.

7. **Notice of Non-Discrimination.** The following information shall be stated in all documents described in Section 6 above:

**NOTICE OF NON-DISCRIMINATION**

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

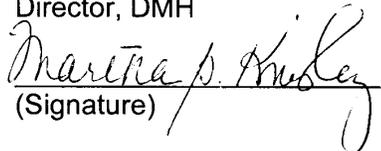
Any DMH documents that contain anti-discrimination language pre-existent or subsequent to the Mayor's Order 2002-175, October 23, 2002, that is different from the language above must be revised to be consistent with this language.

8. **Inquiries.** Questions related to this policy should be addressed to the DMH Chief Compliance Officer and Regulatory Counsel at (202) 673-2200.

9. **Related References.** NONE

Approved by:

Martha B. Knisley  
Director, DMH

  
(Signature)

11/22/02  
(Date)