



**DEPARTMENT OF ADMINISTRATION (DOA)  
DIVISION OF EQUITY, DIVERSITY, AND INCLUSION (DEDI)  
STATE EQUAL OPPORTUNITY OFFICE (EOO)**

**GUIDELINES FOR  
STATE OF RHODE ISLAND GOVERNMENT  
NON-DISCRIMINATION PLAN  
Reporting for the Period of 7/1/2024 to 6/30/2025**

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**Prepared By: The State Equal Opportunity Office**

## **PREFACE**

Rhode Island General Law [§28-5.1-3](#) requires the State Equal Opportunity Office to establish the criteria and deadlines for State Agency Non-Discrimination Plans. These guidelines fulfill that requirement. The plans are intended to assist in ensuring equal opportunity and fairness.

The Non-Discrimination Plan should be developed in accordance with the specific situation of each agency. However, each written plan must contain the requirements outlined in this guideline.

The success of equal employment opportunity in the Rhode Island State Government depends mainly on the commitment, support, and cooperation from Agency Directors, Managers, and Staff.



# **POLICIES, PROCEDURES, AND GUIDELINES FOR NON-DISCRIMINATION PLANS IN RHODE ISLAND STATE GOVERNMENT**

## **GENERAL REQUIREMENTS:**

### **1. WHO MUST PREPARE A PLAN?**

According to [R.I. Gen. Law](#), all state agencies with twenty (20) or more employees are required to prepare a plan in accordance with the standards established by the State Equal Opportunity Office. All agencies, regardless of the number of employees, must have a Statement of Policy on Equal Opportunity and Non-Discrimination. Agency, for purposes of these standards, is defined as any State Department, Board or Commission, and all units of the Board of Education.

Each agency listed below is referred to as a “Plan-Covered State Agency.” The “Plan-Covered” state agencies will develop a Non-Discrimination Plan, which will report representation of all protected classes by job categories and include an explanation, as well as specific actions for improvement in areas where classes are not equally represented.

Coastal Resources Management Council	Governor’s Office – Executive
Community College of Rhode Island	Rhode Island Judiciary
Davies Career & Technical High School	Metropolitan and Technical School
Department of Administration – including Water Resources Board and RI Health Benefits Exchange	Narragansett Bay Commission
Department of Behavioral Healthcare, Developmental Disabilities & Hospitals	Office of Health & Human Services – Executive
Department of Business Regulation – including Division of Design Professionals and the Office of the Health Insurance Commissioner	Office of the Postsecondary Commissioner – including Division of Higher Education Assistance
Department of Children, Youth & Families	Public Utilities Commission and Division of Public Utilities & Carriers
Department of Corrections	Rhode Island Airport Corporation
Department of Emergency Management Agency - Executive	Rhode Island Attorney General
Department of Environmental Management	Rhode Island Cannabis Control Commission
Department of Health Department of Human Services	Rhode Island College
Department of Labor & Training	Rhode Island Commerce Corporation
Department of Public Safety	Rhode Island Executive of Commerce (Combine with Dept. Housing for FY 2024)
Department of Revenue	Rhode Island Housing & Mortgage Finance Corporation
Department of State	Rhode Island Public Defender
Department of Transportation	Rhode Island Public Transit Authority
Elementary & Secondary Education	Rhode Island Resource Recovery Corporation
Executive Military Staff – Executive	Rhode Island School for the Deaf
General Treasurer	Rhode Island Turnpike & Bridge Authority
	University of Rhode Island

The below state agencies, which have fewer than twenty (20) full-time employees, shall certify in a written policy statement to the DEDI/State Equal Opportunity Office that they follow and are committed to the policies and practices of Equal Opportunity and Non-Discrimination. This information must be submitted along with the policy statement.

Board of Elections  
Office of the Child Advocate  
Office of the Lieutenant Governor

Office of the Mental Health Advocate  
Personnel Appeal Board  
Rhode Island Atomic Energy Commission  
Rhode Island Commission for Human Rights

Rhode Island Ethics Commission  
Rhode Island Governor's Commission on Disabilities  
Rhode Island Health and Educational Building Corporation  
Rhode Island Public Building Authority  
Rhode Island Convention Center Authority  
Rhode Island State Council on the Arts

**2. DUE DATE:**

All Non-Discrimination Plans must be submitted to the Division of Equity, Diversity, and Inclusion (DEDI)/State Equal Opportunity Office, no later than March 2, 2026.

**3. COPIES REQUIRED:**

PLANS MUST BE CLEARLY TYPED, AND PAGES MUST BE NUMBERED. Please supply one electronic copy via email. Please send to: [ooo.compliance@doa.ri.gov](mailto:ooo.compliance@doa.ri.gov)

**4. PLAN REVIEW AND ACCEPTANCE:**

Upon receipt of the Plan, the DEDI/State Equal Opportunity Office will review it and render an approval or request for revisions. If revisions are required, they must be completed by the agency and returned to the DEDI/State Equal Opportunity Office within ten (10) working days.

**5. REPORTING DATES:**

Data reporting for the period of July 1, 2024, to June 30, 2025.

**6. PLAN REVISIONS:**

A plan may be revised during the period it is in effect in response to changes such as major agency reorganization or major budget changes. Contact the DEDI/State Equal Opportunity Office to discuss procedures for making revisions.

**7. TECHNICAL ASSISTANCE:**

The DEDI/State Equal Opportunity Office is eager and available to answer questions, provide information, and offer technical assistance as needed to help you organize your plan. Click [here](#) to view the training tutorial.

For assistance, contact:

**Equal Employment Office (EEO)**  
**Division of Equity, Diversity, and Inclusion (DEDI) Department of Administration (DOA)**  
One Capitol Hill, Providence, RI  
02908-5865  
TEL # (401) 222-5813  
Rhode Island Relay #711  
Email: [ooo.compliance@doa.ri.gov](mailto:ooo.compliance@doa.ri.gov)

# WHAT MUST BE INCLUDED IN YOUR DEPARTMENT'S NON-DISCRIMINATION PLAN?

## 1. COVER PAGE

The cover page of the plan must include:

- a. Name of Agency
- b. Address of Agency
- c. Title of the Plan: "Agency Non-Discrimination Plan"
- d. Reporting period of the plan
- e. Name, Title, and Signature of the Agency Head

Submitted by:

\_\_\_\_\_  
NAME  
TITLE, AGENCY NAME

\_\_\_\_\_  
DATE

Approved by:

\_\_\_\_\_  
For the Division of Equity, Diversity, and Inclusion

\_\_\_\_\_  
DATE

## 2. SUBMISSION LETTERS *(see templates document)*

- a. House Fiscal Advisor
- b. DEDI Associate Director

## 3. AGENCY ORGANIZATION AND STRUCTURE *(see DOA Sample plan)*

- a. Brief outline of the agency's jurisdiction, purpose, and background
- b. Agency organizational chart

## 4. AGENCY ATTESTATIONS *(see templates document)*

The head of the agency must acknowledge and attest that they are aware that the agency must comply with the laws, regulations, policies, protocols, and other requirements in this document.

## 5. AGENCY DATA OVERVIEW (Statistical Reporting)

DEDI will provide your agency with blank data sheets (b, c, and d) for your review. Please complete forms accordingly.

- a. Breakdown of Job Applicant Demographics by Classification Title (raw data)
- b. Applicants & Hires Data by EEO Job Category
- c. Promotion & Termination Data by EEO Job Category
- d. Statistical Summary of Existing Workforce & Job Group as of 6/30/2025

6. **AGENCY DATA OVERVIEW** *(see templates document)*  
The agency must follow the standardized format in the “Agency Data Overview” template provided.
7. **APPENDIX** *(see templates document)*

## **AGENCY DATA OVERVIEW**

Please complete the following [charts/forms](#):

- Breakdown of Job Applicant Demographics by Classification Title (raw data)
- Applicants & Hires Data By EEO Job Category
- Promotion & Termination Data by EEO Job Category
- Statistical Summary of Existing Workforce & Job Group as of 6/30/2025