

**Yvette Dickens, Director**

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March 15, 2023

**TO:** Administrators and Managers

Attached for your review and handling as indicated below are the Department of Labor's 2023 Non-Discrimination and Sexual Harassment Policy statements. These policy statements affirm the Maryland Department of Labor's commitment to equal opportunity and nondiscrimination.

To ensure that these policies are communicated to all Maryland Department of Labor programs and employees, please be guided by the following:

1. Provide for the conspicuous posting of these policy statements in employee work areas and in client, claimant, beneficiary and other customer waiting areas;
2. By **April 15, 2023** submit to the Office of Fair Practices the attached form acknowledging receipt and posting of these policy statements;
3. Review the policies with all new employees upon hire; and
4. In your periodic staff meetings, discuss and reinforce these policies or other topics relating to tolerance, equal opportunity, and/or nondiscrimination.

Let us continue to work together to create and maintain a workplace that fosters tolerance, sensitivity, communication, understanding and mutual respect.

Respectfully,

*Yvette Dickens*

Yvette Dickens, Director  
Office of Fair Practices

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**ATTESTATION FORM**

All information on this form must be printed legibly or typed (handwriting is not accepted.)

Example:

**Program Unit/Office** Office of Fair Practices  
**Location Name** Maryland Department of Labor  
**Address** 1100 North Eutaw Street  
**City, State, Zip** Baltimore MD 21201  
**Phone** 410-230-6319

<b>Program/Unit/Office</b>	
<b>Location Name</b>	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Phone</b>	

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By signing this form, you attest that you have received the current MD LABOR Non-Discrimination and Sexual Harassment Policy statements signed by Secretary Portia Wu and have displayed in a visible area along with the Maryland Department of Labor law posters at the above location.

Supervisor's Name \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return ASAP to (Mrs.) Sharon K. Thomas  
MD Labor, Office of Fair Practices  
1100 N Eutaw Street, Room 306  
Baltimore, MD 21201