

<p>COUNTY OF WASHINGTON</p> <p>Pennsylvania</p>	<p>EQUAL EMPLOYMENT OPPORTUNITY POLICY AND DISCRIMINATION COMPLAINT PROCESS</p>	<p>POLICY NO:</p> <p>DATE: June 28, 2001</p> <p>PAGE: 1 OF 4</p>
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## EQUAL EMPLOYMENT OPPORTUNITY

### POLICY

The policy of the County is to ensure that all employment practices are non-discriminatory and all employment decisions are conducted objectively. The selection of employees will be based on job related qualifications. Every effort shall be made to determine the type of employment for which applicants are best suited.

The County will abide by all local, state and federal laws and regulations affecting the hiring of employees. The County will consider the qualifications of individuals in all of its employment practices including, but not limited to, the following:

- Hiring, placement, upgrading, transfer or demotion;
- Recruitment, advertising or solicitation for employment;
- Treatment during employment;
- Rates of pay or other forms of compensation;
- Selection for training including internships;
- Resignation, layoff, separation, discharge or retirement.

The County will be proactive in the above noted employment practices to ensure that no discrimination occurs because of race, color, religion, ancestry, national origin, age, gender or disability.

A bias-free workplace is to be provided wherein discrimination of any nature, including retaliation against any employee or applicant filing a charge is prohibited.

### SCOPE

This policy applies to all employees and applicants for employment regardless of employment status.

## **DISCRIMINATION COMPLAINT PROCESS**

### **POLICY**

The policy of the County of Washington is to ensure that all employees and applicants are treated fairly and equitably without discrimination due to race, color, religion, ancestry, national origin, age, gender, disability or any other characteristic protected by law. Any employee who feels that such alleged discrimination has occurred is to be given a fair and equitable review.

### **SCOPE**

This policy applies to all employees and applicants for employment regardless of employment status.

### **PROCEDURES**

#### **Complaint Filing**

Complaints of acts of discrimination and retaliation will be accepted orally and in writing and will be promptly and thoroughly investigated. Anonymous complaints will be investigated to the extent practical. A complaint need not be limited to someone who was the target of discrimination or retaliation or feels they are a victim of discrimination. If it is felt inappropriate to report such concerns to one's supervisor or through his/her supervisory chain of authority, the complaint may be made to the Director of Human Resources. The Human Resources Department will accommodate those employees who want to report a concern of discrimination to a member of their own sex or race.

All parties contacted in the course of an investigation will be advised that individuals involved in a charge of discrimination are to be treated with respect. Complaints will be treated as confidential to the extent possible. Further, any retaliation or reprisal against an individual who is an alleged target of discrimination or retaliation toward those who have provided evidence in connection with a complaint is a separate actionable offense and subject to discipline under this policy.

#### **Complaint Investigation**

Investigations of discrimination shall be the responsibility of the Human Resources Department, with consultation and assistance from the County Solicitor. All alleged incidents of discrimination will be investigated promptly, thoroughly, and with the confidentiality associated with the premise of "on a need to know" basis. The complainant and all other parties who are contacted in the course of an investigation will be treated with professional courtesy and respect.

Results of such discrimination investigations will be communicated to and coordinated with the County Solicitor and recommended action and resolution of the complaint will be undertaken with the appropriate personnel.

Supervisory employees who become aware of an internal discrimination complaint or who are contacted by outside government or other investigative agencies regarding charges of discrimination are to immediately notify the Director of Human Resources. The Director of Human Resources will, in turn, advise the County Solicitor of such complaints and/or investigations.

### **Penalties for Misconduct**

Any employee's commission of acts of discrimination or retaliation against another individual or any act of reprisal against individuals who provide evidence in connection with a complaint will result in appropriate disciplinary action up to and including discharge, depending upon the nature and severity of the misconduct.

In addition, any employee who fails to cooperate with County sponsored investigations of discrimination or who refuse to implement or intentionally obstruct remedial efforts of same will also be subject to disciplinary action up to and including discharge.

### **INTERPRETATION and CONTROL**

Supervisors are responsible for the daily administration of this policy.

The Human Resources Department along with the County Solicitor shall be responsible for the overall interpretation and administration of this policy.

The Washington County Boards of Commissioners shall have overall responsibility for the implementation of this policy.

ADOPTED this 28<sup>th</sup> day of June, 2001.

ATTEST:

Catherine E. Kresh  
Catherine E. Kresh,  
Chief Clerk/Administrator  
*per min 673*

COUNTY OF WASHINGTON

John P. Bevec  
John P. Bevec, Chairman

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