

Chapter 2

Non-Discrimination

Policy 2.1

EQUAL OPPORTUNITY & ADA COMPLIANCE

The System believes that equal opportunity for employees is important for the continuing success of our organization. In accordance with state and federal law, the System will not discriminate against an employee or applicant for employment because of race, disability, color, creed, religion, sex, age, national origin, ancestry, citizenship, veteran status or non-job related factors in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation.

It is our policy to select the best qualified person for each position in the organization. Opportunity is provided to all staff members based on qualifications and job requirements.

The System will comply with all applicable state and federal laws and regulations. In addition, the system complies with the Americans with Disabilities Act (ADA) of 1990.

Adopted/Revised: 1989, 1994, 1995, 1996, 1/21/03

Policy 2.2

SEXUAL HARASSMENT

In compliance with federal and state laws, it is the policy of the System to prohibit sexual harassment or any such conduct that has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment by any person and in any form.

Any employee who believes that he/she has been the subject of sexual harassment should report the alleged act immediately to one of the following: his/her immediate supervisor, the acting personnel officer, or the Director. If necessary, the employee may report to a Board member, a County Commissioner, or the County Attorney.

Every effort will be made to ensure that complaints are resolved promptly and efficiently. Complaints will be investigated and the employee will be advised of the findings. All findings related to the investigation will be kept confidential.

Any supervisor or employee who is found after appropriate investigation to have engaged in sexual harassment of another staff member will be subject to appropriate disciplinary actions, up to and including termination.

It is the intent of the System to provide a work environment free from verbal, physical and visual forms of sexual harassment and an environment free of harassment, intimidation or coercion in any form. All employees are expected to be sensitive to the individual rights of their co-workers.

See also: **Policy 5.1 Harassment**

Adopted: 1/21/03