

NON-DISCRIMINATION POLICY – Glenn County

CHAPTER 12.06 HARASSMENT POLICY (92-46)

12.06.02 Introduction

It is the policy of Glenn County to comply with all applicable laws prohibiting discrimination, harassment, or retaliation in employment, defined here as including (but not limited to) all provisions of currently applicable federal and state employment statutes, their implementing regulations, and related precedential case law. Glenn County maintains a strict policy prohibiting harassment and discrimination because of race, sex, religion, color, national origin, ancestry, disability, medical condition, marital status, age, veteran status or any other basis made unlawful by federal, state or local regulation. This policy applies to all persons involved in the operations of Glenn County. Glenn County does not tolerate discrimination, harassment, or retaliation against employees, applicants, contractors, or other individuals by another employee, vendor, customer, or other third party.

This policy applies to all aspects of employment and covers, for the County, all employees at all on-site and off-site workplaces, elected and appointed officials, applicants for employment, employee beneficiaries, providers/vendors, individuals performing work and/or services of the County, and volunteers.

12.06.04 Policy

A. Forms of prohibited unlawful harassment (conduct) or discrimination because of race, sex, religion, color, national origin, ancestry, disability, medical condition, marital status, age, veteran status or any other protected basis include, but are not limited to:

1. Verbal conduct such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments.
2. Visual conduct such as derogatory posters, photographs, cartoons, drawings or gestures.
3. Physical conduct such as unnecessary or unwanted touching, impeding, blocking of normal movement; or interfering with work directed at the employee because of sex or any other protected basis.
4. Retaliation for having reported or threatened to report harassment.
5. Threats and demands to submit to sexual requests to keep a job or avoid some other loss; and offers of job benefits and/or job advancement in return for sexual favors.

B. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made a term or condition of the individual's employment;
2. Submission to or rejection of such conduct is used for the basis of employment decisions affecting such individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.

C. An employee and/or other individual may have a claim of unlawful harassment/discrimination even if there has not been a loss of job or some other economic benefit. The law prohibits any form of harassment/discrimination that impairs an employee's working ability or emotional well-being at work.

D. If an employee and/or other individual believes she/he is being harassed or discriminated against because of race, sex, ancestry, religion or other protected basis, or believes the comments, gestures or actions of any employee, including supervisors or members of management to be offensive, the employee and/or other individual should use the procedure outlined in this policy to file a complaint and have the matter investigated.

E. Glenn county provides reasonable accommodation consistent with the requirements of federal, state or local laws, or ordinances.

F. All individuals performing work and/or services for the County are responsible for maintaining workplace environments free of discrimination, harassment, and retaliation.

G. County elected or appointed officials, administrative officers, supervisors, managers, and administrative personnel shall maintain non-discrimination, non-harassment, and non-retaliation in County public employment, public services, public accommodations, and public telecommunications. They are responsible for creating a working environment for all employees, free from harassment, discriminatory, and retaliatory practices.

12.06.06 Procedure

Glenn County is committed to preventing and correcting behavior that violates this policy. The county provides multiple avenues for individuals to notify the County of any perceived violation and conducts prompt investigations of complaints, and takes appropriate corrective and disciplinary action when policy violations are sustained.

The Personnel Director is designated as the Compliance Officer for Non-Discrimination and Americans with Disability Act (ADA) Fair Employment and Housing Act (FEHA) per appointment by the County Board of Supervisors and has full authority and responsibility for:

1. Receiving and investigating complaints of perceived violations of this Policy, as appropriate;
2. Utilizing early resolution strategies to address perceived violations of this Policy;
3. Developing remedies to address perceived violations of this Policy;
4. Receiving and investigating complaints of perceived violations of this Policy, as appropriate;
5. Utilizing early resolution strategies to address perceived violations of this Policy;
6. Developing remedies to address perceived violations of this Policy;
7. Receiving and investigating complaints of perceived violations of this Policy, as appropriate;

8. Receiving and investigating complaints of perceived violations of this Policy, as appropriate;
9. Utilizing early resolution strategies to address perceived violations of this Policy;
10. Developing remedies to address perceived violations of this Policy;
11. Assisting the County's duty and ability to provide a reasonable accommodation and to assess American's with Disabilities needs;
12. Providing training and education to County employees and elected or appointed officials regarding the principles addressed in this Policy;
13. Reporting to the County Board of Supervisors and Administration on progress; issues, and needs related to equal employment opportunity and ADA compliance;
14. Generally ensuring County compliance with this Policy.

The Personnel Director may designate an individual(s) to assist in the performance of these and any other responsibilities described in this Policy.

Individuals may bring concerns of perceived violations of this Policy to the County's attention using any of the methods described below. The County encourages individuals to report concerns immediately. The County will promptly investigate the facts and circumstances of any claim that this Policy has been violated and take appropriate corrective and disciplinary action in response, up to and including termination.

A. An individual has a right to redress for harassment/discrimination. To secure this right, a written complaint should be made to their supervisor, Department Head, or directly to the County Personnel Director as soon as possible after any incident believed to be prohibited harassment/discrimination. The complaint should include details of the incident or incidents, the names of the individuals involved and the names of any witnesses.

B. Supervisors will refer all harassment/discrimination complaints to the department head. Department heads will refer all such complaints to the Personnel Director. All supervisors and/or department heads are required to refer complaints appropriately, regardless as to whether or not the complaint was given in confidence. The Personnel Director will immediately undertake an effective, thorough and objective investigation of the harassment or discrimination allegations. This investigation will be completed and a determination regarding the alleged harassment or discrimination will be made and communicated as soon as practical.

C. If the Personnel Director determines that the unlawful harassment/discrimination has occurred, Glenn County will take effective remedial action commensurate with the severity of the offense. Appropriate action will also be taken to deter any further harassment/discrimination. Any action taken against the person who harassed/discriminated will be made known to the employee involved and Glenn County will take appropriate and immediate disciplinary and/or corrective action to prevent future occurrences.

D. Glenn County will not retaliate against any employee for filing a complaint and will not knowingly permit retaliation by management, employees or co-workers. Employees are encouraged to report any and all incidents of harassment/discrimination forbidden by this policy immediately so complaints can be quickly and fairly resolved.

NON-DISCRIMINATION POLICY – Glenn County

EQUAL OPPORTUNITY POLICY - GLENN COUNTY

CHAPTER 12.08

EQUAL EMPLOYMENT OPPORTUNITY (92-69)

12.08.02 Policy

It is the Policy of Glenn County to provide equal employment opportunity for all applicants and employees. The County does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, medical condition, handicap, veteran status, or marital status. The County also makes reasonable accommodations for handicapped and disabled veteran employees. Finally, the county prohibits the harassment of any individual on any of the basis listed above (See Chapter 12.06).

12.08.04 Reporting Discrimination or Harassment

Any incident of discrimination or harassment, should be reported to the employee's supervisor, Department Head, or to the Personnel Director who will investigate the matter.

12.08.06 Responsibility

It is the responsibility of every County employee to conscientiously follow this policy.

12.08.08 Affirmative Action Plan

The County has adopted an Affirmative Action

Plan and is committed to making a good faith effort towards achieving the objectives of the Plan.

12.08.10 Equal Opportunity Officer

The County Personnel Director is appointed to serve as the Equal Opportunity Officer.

12.08.12 Questions Regarding the Plan

Any employee having questions regarding this policy should discuss it with his/her supervisor, Department Head, or the Personnel Director.