**SECTION: HARASSMENT, DISCRIMINATION, & RETALIATION PREVENTION**

**POLICY:** Equal Employment **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to ensure equal employment opportunities for all individuals in the City's workforce. The City is committed to creating and maintaining a work environment free from discrimination and harassment, promoting fairness and inclusivity in all employment practices.

**DEFINITIONS:**

1. Equal Employment Opportunity (EEO): The principle that all individuals should have equal access to employment opportunities, regardless of age, race, sex, national origin, religion, disability, or any non-job-related factor.
2. Discrimination: Unfair treatment or consideration of an individual based on protected characteristics, rather than qualifications or job performance.
3. Bona Fide Occupational Qualification (BFOQ): A legitimate job requirement that justifies discrimination when it is essential to the operation of a particular job.
4. Harassment: Any unwelcome behavior based on a protected characteristic that creates a hostile, intimidating, or offensive work environment.

**APPLICABILTIY:**

This policy applies to all employees, job applicants, contractors, volunteers, and any other individuals involved in the City's operations, including those in recruitment, hiring, training, promotion, retention, and other employment-related activities.

**POLICY:**

1. The City is committed to equal opportunity in recruitment, examination, appointment, training, promotion, retention, discipline, and all other aspects of personnel administration. This commitment ensures that no individual is discriminated against based on age, race, sex, national origin, religion, disability, or any other non-job-related factor.
2. An individual's age or physical disability may be considered only if it constitutes a bona fide occupational qualification (BFOQ) necessary for the proper and efficient operation of the City. Any consideration of these factors will be consistent with applicable laws and regulations.
3. All administrators, supervisors, and employees share a collective responsibility to establish and maintain a work environment free of discrimination. Proactive measures will be taken to prevent discrimination and address any violations promptly.

**PROCEDURES:**

1. Recruitment and Hiring:
   1. All job postings will state the City's commitment to equal employment opportunity.
   2. Recruitment processes will focus on skills, qualifications, and experience, excluding non-job-related factors.
2. Training and Promotion:
   1. Employees will have equal access to training and development opportunities, based on merit and performance.
   2. Promotional decisions will be made objectively, focusing on qualifications and job performance.
3. Complaint Reporting:
   1. Employees who believe they have experienced or witnessed discrimination should report the incident to their supervisor, HR, or a designated EEO officer.
   2. Complaints will be handled promptly, confidentially, and without retaliation.
4. Investigation and Resolution:
   1. The HR department will investigate discrimination complaints, gather relevant information, and take appropriate corrective action if necessary.
   2. Any individual found to have engaged in discriminatory behavior will face disciplinary action, up to and including termination.
5. Training and Awareness:
   1. The City will provide training to employees and supervisors on preventing discrimination and promoting a respectful workplace.
   2. Supervisors are responsible for modeling inclusive behavior and addressing discriminatory conduct immediately.