

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO) and NO HARASSMENT**

The City of Dunwoody provides equal opportunity to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, sexual orientation, and gender identity or expression), national origin, age, disability, citizenship status, military or veteran status, genetic information, or any other classification protected by applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

**Even non-employees are covered by this policy. Harassment, discrimination or retaliation of any employee in connection with their work by non-employees is prohibited.**

Harassment of applicants, employees, citizens or vendors will not be tolerated and is impermissible however it is communicated, including but not limited to electronically, writing, or spoken word. Any form of harassment relating to an individual's race; color; religion; sex (including pregnancy, sexual orientation, and gender identity or expression); national origin; age; disability; citizenship status; military or veteran status; genetic information; or any other classification protected by federal, state or local law is a violation of this policy and will be treated as a disciplinary matter.

**Violation of this policy will result in corrective and/or disciplinary action, up to and including immediate termination.**

### **Prohibited Conduct:**

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, discuss the questions with your immediate supervisor or one of the contacts listed below. At a minimum, the term "harassment" as used in this policy includes:

- Offensive remarks, comments, jokes, slurs or verbal conduct either (a) pertaining to or (b) directed toward an individual or group because of his/her/their race; color; religion; sex (including pregnancy, sexual orientation, and gender identity or expression); national origin; age; disability; citizenship status; military or veteran status; genetic information; or any other category protected by federal, state or local law.
- Offensive pictures, drawings, photographs, figurines, or other graphic images, conduct, or communications, including e-mail, faxes, and copies pertaining to an individual's race; color; religion; sex (including pregnancy, sexual orientation, and gender identity or expression); national origin; age; disability; citizenship status; military or veteran status; genetic information; or any other category protected by federal, state or local law.
- Offensive sexual remarks, sexual advances or requests for sexual favors, regardless of the gender of the individuals involved.
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

Sexual harassment for purposes of this policy is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct that is either (a) of a sexual nature or (b) because of the victim's sex when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting said individual; or, (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

No supervisor, member of management or City official has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Supervisors and directors as well as all City officials are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory or retaliatory conduct.

**Retaliation is Prohibited:**

No employee who has made any report of unlawful harassment shall be allowed to suffer any sanction or retaliatory action as a result of such report. Retaliation is absolutely prohibited, including: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy; or, (2) participating in an investigation conducted under this policy. Retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination of employment.

**Reporting Obligation and Procedure:**

The City has adopted a complaint procedure that assures a prompt, thorough and impartial investigation of all complaints, followed by swift and appropriate corrective action when warranted. Any employee who experiences or observes harassment, discrimination or retaliation should report it using the steps listed below. No employee should assume that the City is aware of a problem. Complaints and concerns must be brought to the attention of the City so that the City can take steps to correct any problem.

**If you have any concern that the City's EEO and No Harassment policy may have been violated by anyone, you must immediately report the matter. Immediately report any harassing or discriminating behavior by non-employees, including but not limited to citizens, elected officials, appointed officials, contractors, subcontractors and vendors. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to a supervisor or manager. You may report your concerns to anyone with supervisory responsibility at the City of Dunwoody, including but not limited to, your immediate supervisor, any Department Head, the Human Resources Director, or the City Manager.**

**You should report any actions that you believe may violate our policy, no matter how slight the actions may seem.**

**Investigation and Resolution Procedure:**

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. At the discretion of the City Manager, an outside investigator may be utilized. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Any complaint brought to a Department Head must be reported to the Human Resources Director prior to investigation. Confidentiality will be maintained throughout the investigatory process to the extent practical and legal.

We are serious about enforcing our policy against discrimination, harassment, and retaliation. Employees who violate this or any other City policy are subject to discipline, up to and including immediate termination for an employee, or other appropriate remedial action for a non-employee.