

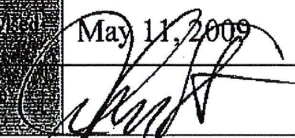


Title	NON-DISCRIMINATION POLICY	Policy #	 HR 3-20
Effective Date	July 17, 2002	Revised	May 11, 2009
Approved by	John Stunson, City Manager 	Signature	

Purpose

The City of Oakland Park strives to maintain a working environment that respects the rights, dignity and worth of its employees and the City of Oakland Park also seeks to promote equal employment opportunities for all employees. In order to attain those goals, the City of Oakland Park adopts the following, non-discrimination policy.

Policy

It is a violation of this policy for any department director, supervisor, manager, or any other employee, to discriminate by taking any adverse employment-related action based upon political affiliation, race, gender, color, creed, national origin or ancestry, religion, disability, age, sexual orientation, gender identity, gender expression or sex.

Harassment on the basis of race, religion, national origin, age and/or disability is also strictly prohibited by this policy.

It is each employee's responsibility to help eliminate all forms of prohibited discrimination. All directors, managers and supervisors are specifically responsible within their particular department or division for publicizing and enforcing this policy.

Procedure

Whenever an employee believes that he or she may have been discriminated against in violation of this policy, or if an employee witnesses and/or has knowledge of a violation of this policy, the employee should immediately report (either verbally or in writing) the violation through the following grievance procedure:

1. The employee shall, if unable to resolve the situation on their own, promptly discuss the matter with their department director and/or manager. However, if the employee is not comfortable in discussing the situation with their department director and/or manager, the employee should immediately report the matter to the Human Resources Director. All allegations of harassment will be promptly and thoroughly investigated, and appropriate disciplinary action taken when deemed necessary. All persons who are determined to have violated this policy will be subject to disciplinary action up to, and including, termination.

2. In the event a department director and/or manager has such a discussion with an employee, the department director and/or manager

shall promptly notify and discuss the matter with the Human Resources Director.

3. Any supervisor and/or department director/manager who witnesses and/or has knowledge of a violation of this policy is required to promptly discuss the matter with the Human Resources Director.
4. The Human Resources Director, or his/her designee, will meet with the complaining employee(s). The complaining employee(s) will be given the opportunity to explain the complaint to the Human Resources Director. If it is determined that the information provided by the employee could constitute a violation of this policy, then the City of Oakland Park shall promptly investigate the employee's complaint.
5. Once an investigation is completed, all evidence will be reviewed by the Human Resources Director. All relevant information will be considered and a determination will be made. The results of any investigation will be strictly confidential, and will be shared only with the complainant, the accused employee, and those others that are absolutely necessary.
6. Disciplinary actions may range from a written reprimand to termination. The discipline will reflect the incident's nature, severity and frequency, previous instances of harassment, and established disciplinary procedures per Civil Service Rule XII, Separation and Disciplinary Action or as stipulated in the employees' applicable union contract.

RESPONSIBILITY

A. The Human Resources Department is responsible for assisting employees regarding alleged incidents of discrimination/harassment. Responsibilities include: educating the City's employees regarding the issues of discrimination; developing strategies for their elimination; immediately resolving discrimination/harassment complaints by conducting confidential investigations and assisting in the resolution process when allegations of discrimination arises in collaboration with the appropriate departmental director. Records of complaints, investigations and actions will be maintained.

B. Appropriate director and manager responsibilities include: conducting themselves in the workplace or at any City sponsored activity (including travel) in a manner that ensures that their actions do not discriminate against and/or harass any other individual; ensuring the workplace is free from discrimination and/or sexual harassment; immediately responding to and reporting

allegations of discrimination/harassment to the Human Resources Director and working collaboratively with the Director of Human Resources in fact-finding and/or confidential investigations; implementing corrective action to address existing practices and/or unacceptable behaviors.

C. Employee responsibilities include: conducting themselves in the workplace, City-sponsored off-campus activity (including travel) in a manner that ensures that their actions do not discriminate against and/or harass any other individual; cooperating in, and honoring the confidentiality of, fact-finding and/or complaint investigations.

Contact

All employees are expected to contact the Human Resources Director if any questions arise as to the interpretation of this policy.

Retaliation

This policy prohibits retaliation against employees who bring complaints of discrimination or harassment, or who assist in investigating such complaints. Any employee bringing a complaint of discrimination or harassment or assisting in the investigation will not be adversely affected in terms and conditions of employment. Nor shall any employee take any action against a complainant that is intended to discourage the complaint. Retaliation by any employee against the complainant could result in disciplinary action.

Confidentiality

All reports or complaints of discrimination or discriminatory harassment will be kept confidential, except that individual with legitimate need to know will be informed of the complaint.