

**CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT**

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| SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY | DATE APPROVED: 6/1/2023 | EFFECTIVE: Immediately | POLICY NO. 315 |
| | | REPLACES: 315 Adopted 6/4/15 | |

INTRODUCTION: In addition to compliance with legal requirements, the County strives to foster an inclusive organizational environment and culture that removes barriers to current and prospective employees.

POLICY STATEMENT: Calhoun County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, age, weight, height, sex, gender identity, gender expression, sexual orientation, pregnancy, national origin, genetic information, disability, marital status, or veteran status. Calhoun County complies with all applicable federal, state, and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all employment related decisions and actions except where a bona fide occupational qualification must be met, including but not limited to; recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, discipline, and training. Calhoun County shall comply with any additional requirements that may exceed this policy as it relates to Federal or State government grants, contracts or subcontracts.

COMPLAINT PROCESS: Calhoun County expressly prohibits any form of workplace discrimination based on race, color, religion, age, weight, height, sex, gender identity, gender expression, sexual orientation, pregnancy, national origin, genetic information, disability, marital status, or veteran status. Individuals who believe they have been subjected to conduct prohibited by this policy, or who believe they have witnessed such conduct, should report their concerns to the Human Resources Director, or designee, immediately.

Any reported allegations of discrimination will be investigated promptly by the Human Resources Director or designee. The investigation findings and a recommendation shall be reported to the Administrator/Controller or designee, along with Corporation Counsel, who will make a final decision on the appropriate course of action. If the matter involves an employee of an Elected Official, the Elected Official or designee shall be included in the investigation and decision-making process.

Violations of this policy shall result in disciplinary action, up to and including termination of employment. Retaliation against an individual for reporting discrimination, or for participating in an investigation of a claim of discrimination, is also prohibited conduct under this policy. Acts of retaliation should be reported immediately to the Human Resources Director and the investigation will be handled in the same manner as identified above. Substantiated claims of retaliation will be grounds for discipline up to and including termination of employment.

OTHER RELATED POLICIES: Policy #326 – Harassment

This Policy can be amended or terminated at any time by the Board of Commissioners.