

deviation from the County's dress code, grooming practices, schedule, basic job duties, or other aspects of employment. The County will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that the County will consider are cost, safety, the effect that an accommodation will have on current established policies and the burden on operations, including other employees, when determining a reasonable accommodation. At no time will the County question the validity of a person's deeply held religious belief.

All requests should be submitted in writing to the Human Resources Manager.

### **Anti-Discrimination/Anti-Harrassment**

It is the policy of the County that all employees shall have the opportunity to work in an atmosphere and environment free from any form of discrimination, harassment or retaliation based on characteristics or status protected by federal, state, or local laws. The County does not authorize, practice, condone, or tolerate any form of discrimination and/or harassment of or by any employee, whether supervisory or non-supervisory, or by any guest, visitor, customer, or vendor.

Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of a protected characteristic or status. While it is not possible to list all the circumstances that may constitute forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment: (a) the use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories; (b) written or graphic material that insults, stereotypes or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on the County's premises, or circulated in the workplace; and (c) a display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

Any employee who feels that he or she has suffered any form of harassment, discrimination, or retaliation should immediately report the alleged conduct to his or her supervisor or manager so that an investigation of the complaint can be undertaken. Alternatively, the employee may report the alleged conduct to the human resources manager or County Manager. Any employee who wishes to discuss the matter with a manager of the same sex will have someone provided to them when possible.

While verbal reports are anticipated, an employee reporting these types of behavior will be asked to make a written report providing as much detail as possible concerning who has engaged in the behavior, when, where, and exactly what was done or said.

Any employee who observes conduct by another employee that he or she believes to be harassing, retaliatory, or discriminatory must report such conduct as outlined above. All