

complaints will be treated as confidentially as possible and will be investigated promptly and thoroughly.

Retaliation or discrimination against an employee for reporting or complaining about harassment is prohibited and will result in disciplinary action up to and including termination.

We trust that all employees will continue to act in a responsible and professional manner to establish a pleasant working environment free of discrimination and harassment.

Whistle Blowing

The County will not retaliate against an employee who makes a complaint or otherwise discloses information concerning fraud, waste, or abuse in any state program unless the employee knew that the complaint or information was false or acted with willful disregard for the truth or falsity of the complaint or information.

Suggestion And Complaint Procedure & Open-Door Policy

The County has always believed in promoting an atmosphere of open communication and cooperation among all of our personnel.

Consequently, the County is always looking for new and improved ways to keep communication channels open on a two-way basis between our employees and the managers of our organization. We want employees to be free to tell us about personal recommendations for improvements as well as any problems experienced on the job. We believe resolutions are more efficiently reached by following the County's chain of command. When possible, we prefer employees to discuss recommendations or issues with their immediate supervisor as a first step when possible. If the nature of the issue or recommendation makes this impractical, employees are welcome to speak with the human resources manager or the County manager.

Therefore, if any employee experiences problems during his/her employment, including a disagreement with a fellow employee or supervisor; if an employee feels he/she has been treated unfairly; or if an employee has a problem that has not resolved to his/her satisfaction, the County encourages the employee to discuss it with the immediate supervisor. The supervisor will investigate the situation and get back with the employee as quickly as possible. Should this not resolve an employee's problem, or the immediate supervisor is a subject of complaint, the employee is encouraged to talk with the human resources manager or the County Manager.

By utilizing this suggestion and complaint procedure, we can avoid unresolved problems that may affect our ability to serve others. There will never be any retaliation against an employee for using this channel of communication.