


**COUNTY BOARD OF HEALTH
POLICY # HR-03623
UNLAWFUL DISCRIMINATION/HARASSMENT COMPLAINT POLICY**

Approval:	 District Health Director	4/9/2020 Date
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Public Health
Prevent · Promote · Protect

1.0 PURPOSE

The County Board of Health (CBOH) is an equal opportunity employer, and does not discriminate on the basis of age, genetics, pregnancy, gender, gender/identity or expression, color, disability, national origin, sexual orientation, political opinions or affiliation, race or religion.

2.0 AUTHORITY – The County Board of Health (CBOH) Unlawful Discrimination Harassment Complaint Policy is published under the authority of CBOH and in compliance with the following:

- 2.1 Code of Federal Regulations (CFR) (42 USC 2000e - Title VII of the Civil Rights Act)
- 2.2 Rules of the State Personnel Board
- 2.3 O.C.G.A – 45-20-1
- 2.4 Section 504 of the Vocational Rehabilitation Act of 1973: 29 USC 206 (D)
- 2.5 The American with Disabilities Act of 1990
- 2.6 Age Discrimination in Employment Act of 1967: 29 USC 621
- 2.7 Fair Employment Practices Act, Chapter 45-19-20, et seq., as amended

3.0 SCOPE

This policy applies to employees of the County Board of Health.

4.0 POLICY

The policy of the County Board of Health is to resolve complaints of unlawful discrimination and harassment internally whenever possible. Such complaints will be addressed in a prompt and thorough manner as set out in this procedure.

- 4.1 All forms of discrimination and harassment prohibited by law, including sexual

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harassment, will not be tolerated.

5.0 DEFINITIONS AND ACRONYMS

5.1 **CBOH** – County Board of Health

5.2 **DHD** – District Health Director

5.3 **HR** – Human Resources

5.4 **Harassment** – means physical, verbal, or non-verbal/visual conduct that is either directed toward an individual or reasonably offensive to an individual because of his or her race, color, national origin, religion, age, disability, genetic information, sex, political opinions or affiliation, protected uniformed service, or legally protected category other than sex.

6.0 RESPONSIBILITIES

Human Resources (HR) is responsible for issuing and updating procedures to implement this policy.

7.0 PROCEDURES

7.1 RIGHT TO FILE A COMPLAINT

7.1.1 Employees alleging unlawful discrimination on the basis of age, genetics, pregnancy, gender, gender/identity or expression, color, disability, national origin, sexual orientation, political opinions or affiliation, race or religion and employees alleging harassment may file formal complaints in accordance with this procedure.

7.1.2 The CBOH will not tolerate retaliation against anyone for raising a concern about, assisting in an investigation of, and/or filing a complaint concerning discrimination and/or harassment. If an employee believes that an act of retaliation has occurred, the employee must notify HR as soon as possible. DPH will act promptly to assure compliance with this rule prohibiting retaliation.

7.1.3 Complaints of unlawful discrimination or harassment that are filed through one of the CBOH Employee Complaint Procedures will be processed through the Employee Complaint Resolution Policy.

7.2 FILING A COMPLAINT

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7.2.1 Employees are encouraged to discuss and seek resolution to complaint issues with their supervisor or HR prior to filing a formal complaint.

7.2.2 If resolution is not reached and a formal complaint is filed, the complaint is to be filed in writing with HR.

7.2.3 Any complaints regarding discrimination or harassments received by supervisors should be referred to HR immediately.

7.3 COMPLAINT REVIEW AND INVESTIGATION

7.3.1 Upon receiving a complaint alleging unlawful discrimination or harassment, HR will conduct a prompt, thorough, and objective investigation of the allegations. All employees are expected to cooperate with these investigations. Investigations will be conducted in a confidential manner, and all employees involved in the process are expected to refrain from discussing the matter outside of the investigation process.

7.3.1.1 If the investigation concludes that improper conduct has occurred, CBOH will take corrective and remedial action commensurate with circumstances, up to and including terminating the employment of employees found to have engaged in such misconduct. Appropriate action will also be taken to deter any future discrimination harassment, and/or retaliation.

7.3.1.2 The CBOH may authorize appropriate personnel actions to resolve or rectify any past act or alleged act of unlawful discrimination and/or harassment pursuant to the provisions of a valid consent decree, agreement, order, or stipulation.

8.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	January 28, 2020	Initial Issue

9.0 RELATED FORMS

None