

**CITY OF RICHARDSON
INTERDEPARTMENTAL POLICY AND PROCEDURE
DISCRIMINATION PROHIBITED IN THE WORKPLACE**

POLICY

It is the policy of the City of Richardson to provide a work environment for all applicants and employees that is free from all forms of unlawful discrimination. This is consistent with federal and state laws, and with the City's objectives of maintaining the highest standards of health, safety, and productivity.

Employment discrimination based on age, citizenship, color, disability, national origin, pregnancy, race, religion, sex, veteran status, or any other legally protected characteristic is strictly prohibited.

This policy applies to all employees of the City, and to citizens, vendors, and visitors in the workplace. City employees who violate this policy are subject to disciplinary action, up to and including termination of employment. [Civil Service employees, refer to Civil Service Rules, Section 69 (w).]

PROCEDURE

A. GENERAL

No one may subject an employee to employment discrimination on the basis of age, citizenship, color, disability, national origin, pregnancy, race, religion, sex, veteran status, or any other legally protected characteristic. Examples of such prohibited conduct include, but are not limited to, discriminatory employment practices, using racial/ethnic slurs or epithets, using offensive stereotype comments, and/or making jokes about these characteristics. Conduct, comments, or innuendoes that are unlawful and/or may be perceived by others as offensive have no place in the workplace or in any work-related settings outside the workplace (e.g., business trips, business meetings, and business-related social events) and will not be tolerated.

B. MANDATORY REPORTING

Any employee who thinks that he/she has been subjected to discrimination in the workplace has an obligation to take advantage of this complaint procedure and must report it immediately to one of the following:

- the Director or Assistant Director of Human Resources, or;
- the Department Head of the employee's department, or;
- a sworn law enforcement officer in a specialized departmental unit created to investigate misconduct within that department.

It may be appropriate for the offended employee to tell the offender to stop the unwelcome behavior(s) and/or comments; this is not required if the employee is uncomfortable doing so.

Preserving a workplace free of discrimination is the responsibility of all employees. If any employee observes discrimination of another employee, citizen, vendor, or anyone else in the workplace, or is otherwise made aware of possible discrimination, he/she is to report this immediately to one of the persons described above.

Any employee who reports a potential violation of this policy and thinks that his/her report was not adequately or timely addressed must then put his/her report in writing and submit it to the Director or Assistant Director of Human Resources.

C. NO RETALIATION OR REPRISAL

No retaliation, reprisal, or other adverse action will be taken against any employee for making in good faith a report or complaint of discrimination, or for assisting in good faith in the investigation of any such report or complaint. Any suspected retaliation or intimidation must be reported immediately to one of the individuals listed in section B.

D. DEPARTMENTAL AND EMPLOYEE RESPONSIBILITIES

All reports or complaints of discrimination, or retaliation for such, are to be communicated immediately to one of the individuals listed in section B above. **If a complaint is received by a supervisor or manager, the appropriate Department Head (or City Manager or designee) must be promptly notified**. The Department Head (or City Manager or designee) will then promptly notify the Director or Assistant Director of Human Resources. All reports or complaints will be promptly assessed by Human Resources and the appropriate Department Head (or City Manager or designee, when appropriate). The Director/Assistant Director of Human Resources will normally coordinate the investigative effort.

All City employees are required to cooperate with investigations of alleged acts of discrimination and retaliation. Confidentiality will be preserved to the extent possible, but cannot be guaranteed. A thorough investigation can take several weeks in some cases.

An employee who reports or complains of discrimination or any other violation of this policy may at any time ask the appropriate Department Head (or City Manager or designee, if appropriate, or the Director or Assistant Director of Human Resources) about the status of the investigation. The employee may be apprised of investigative progress, but only to the extent that it will not interfere with the investigation.

E. DISCIPLINARY ACTION

Where the City's investigation substantiates a violation of this policy or of an untruthful report, appropriate corrective measures will be taken. Disciplinary action, up to and including termination, will normally be imposed upon any employee found to be engaged in conduct prohibited by this policy. If disciplinary action is warranted, the Department Head will normally review the proposed action with the Director/Assistant Director of Human Resources. The meeting with the employee(s) to be disciplined will normally be conducted by the Department Head (or City Manager or designee, if appropriate).

Appropriate disciplinary action for the offending employee(s) may include: training and/or retraining, reprimand (oral and/or written), transfer to another position or to another department (when appropriate and feasible), and/or suspension without pay, demotion, or termination.

As soon as a determination is made that action needs to be taken, the Department Head (or City Manager or designee) will take appropriate steps to see that any inappropriate behavior ceases.

F. UNTRUTHFUL REPORTS OR COMPLAINTS

A report or complaint that this policy has been violated is a serious matter. Untruthful or exaggerated reports or complaints are also violations of this policy. Appropriate disciplinary action, up to and possibly including termination, will be taken if an investigation shows that deliberately untruthful or bad faith accusations have been made.

G. CONTACTING HUMAN RESOURCES

The Director of Human Resources may be contacted by calling 972-744-4002. The Assistant Director of Human Resources may be contacted by calling 972-744-4003. E-mail messages may be sent to: jose.moreno@cor.gov or to cheree.bontrager@cor.gov. E-mail and voice mail messages may be left at any time.

Any questions about this policy and procedure may be addressed to the Director or Assistant Director of Human Resources.

Original Signed by Bill Keffler

12-23-99 (Rev. 06-10)

Bill Keffler
City Manager

Date