

<p style="text-align: center;"><b>COUNTY OF WASHINGTON Pennsylvania</b></p>	<p style="text-align: center;"><b>EQUAL EMPLOYMENT OPPORTUNITY POLICY AND DISCRIMINATION COMPLAINT PROCESS</b></p>	<p>POLICY NO: APPROVED DATE: July 18, 2019 PAGE: 1 OF 4</p> <hr/> <p>SUPERSEDES DATE: JUNE 28, 2001</p>
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**EQUAL EMPLOYMENT OPPORTUNITY**

**POLICY**

The policy of the County is to ensure that all employment practices are non-discriminatory and all employment decisions are conducted objectively. The selection of employees will be based on job related qualifications. Every effort shall be made to determine the type of employment for which applicants are best suited.

The County will abide by all local, state and federal laws and regulations affecting the hiring of employees. The County will consider the qualifications of individuals in all of its employment practices including, but not limited to, the following:

- Hiring, placement, upgrading, transfer or demotion;
- Recruitment, advertising or solicitation for employment;
- Treatment during employment;
- Rates of pay or other forms of compensation;
- Selection for training including internships;
- Resignation, layoff, separation, discharge or retirement.

The County will be proactive in the above noted employment practices to ensure that no discrimination occurs because of race, color, religion, ancestry, national origin, age, gender, sexual orientation, gender expression, gender identity or disability.

A bias-free workplace is to be provided wherein discrimination of any nature, including retaliation against any employee or applicant filing a charge is prohibited.

**SCOPE**

This policy applied to all employees and applicants for employment regardless of employment status.

Supervisory employees who become aware of an internal discrimination complaint or who are contacted by outside government or other investigative agencies regarding charges of discrimination are to immediately notify the Director of Human Resources. The Director of Human Resources will, in turn, advise the County Solicitor of such complaints and/or investigations.

### **Penalties for Misconduct**

Any employee's commission of acts of discrimination or retaliation against another individual or any act of reprisal against individuals who provide evidence in connection with a complaint will result in appropriate disciplinary action up to and including discharge, depending upon the nature and severity of the misconduct.

In addition, any employee who fails to cooperate with County sponsored investigations of discrimination or who refuse to implement or intentionally obstruct remedial efforts of same will also be subject to disciplinary action up to and including discharge.

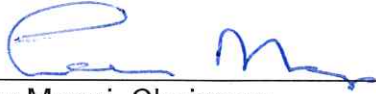
**INTERPRETATION and CONTROL**

The Human Resources Department is responsible for the overall implementation and administration of this policy under the guidance of the County Solicitor.

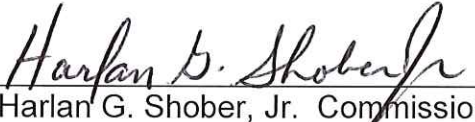
The Board of Commissioners is responsible for the ultimate authorization and control of this policy and will implement this policy following adoption.

**ADOPTED** this 18<sup>th</sup> day of July, 2019.

**COUNTY OF WASHINGTON**

  
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Larry Maggi, Chairman

  
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Diana Irey Vaughan, Vice Chairman

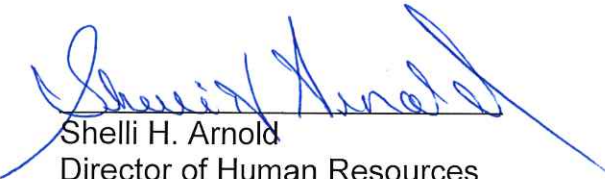
  
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Harlan G. Shober, Jr. Commissioner

**ATTEST:**

  
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Cynthia B. Griffin, Chief Clerk

**Approved as to Form and Legality:**

  
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J. Lynn DeHaven, Solicitor

  
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Shelli H. Arnold  
Director of Human Resources

Per minute No.: 1086  
Dated: 7/18/19