

**GRAYS HARBOR COUNTY
EQUAL EMPLOYMENT OPPORTUNITY/
AFFIRMATIVE ACTION POLICY**

PURPOSE:

Grays Harbor County is an equal opportunity employer. In accordance with anti-discrimination laws, it is the purpose of this policy to effectuate the following principles and mandates. Grays Harbor County prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity and expression, citizenship status, pregnancy, pregnancy related conditions, veteran or military status, marital status, genetic information, physical or mental disability, or any other classification protected by law. Grays Harbor County conforms to the spirit as well as the letter of all applicable laws and regulations. In addition, Grays Harbor County will take action to employ, advance in employment, and treat qualified Vietnam-era veterans and disabled veterans without discrimination in all employment practices.

SCOPE:

Our policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Grays Harbor County and its employees, including:

- Recruitment
- Hiring/Employment
- Promotion
- Transfer
- Training
- Retention
- Reclassification
- Career development
- Non-permanent appointments
- Corrective/disciplinary actions
- Termination
- Working conditions
- Wages and salary administration
- Employee benefits
- Application of Grays Harbor County policies

To the extent required by law, these equal employment opportunity policies and principles also apply to the selection and treatment of independent contractors, temporary workers, and any other people or entities doing business for or with Grays Harbor County.

PROCEDURES

Grays Harbor County administers this equal employment opportunity policy by:

- Posting all required notices regarding employee rights under EEO laws in areas visible to employees
- Advertising for job openings with the statement "An Equal Opportunity Employer"

- Posting all required job openings with the appropriate state agencies
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies, or participates in an EEO-related proceeding
- Requiring employees to report to management or Human Resources any apparent discrimination or harassment. The report should be made within 48 hours of the incident.

DISCRIMINATION AND HARASSMENT

Unlawful harassment and discrimination violates Grays Harbor County policies. Grays Harbor County maintains and enforces a separate anti-discrimination and anti-harassment policy that details harassment prevention, complaint procedures, and penalties for violations. We promptly and fairly investigate all complaints of discrimination and harassment and, when appropriate, take immediate corrective action to stop the offending conduct and to prevent it from recurring.

AFFIRMATIVE ACTION

In effectuating our equal employment opportunity policy and goals, Grays Harbor County will create and update when necessary an Affirmative Action Plan with hiring goals, workforce analysis, and time frames which the County is pledged to meet, and the methodology by which the County will fulfill its goals.

Grays Harbor County, through adoption of the Affirmative Action Plan, commits the County and all its operating departments to a results-oriented plan aimed at achieving equal employment opportunity in all occupational levels of County services for racial ethnic groups, women, disabled individuals and disabled Veterans.

DISSEMINATION AND IMPLEMENTATION OF THE EEO AND AFFIRMATIVE ACTION POLICY

The Human Resource Manager is the designated Grays Harbor County Equal Employment Opportunity Officer (EEO Officer) and Affirmative Action Officer (AAO). However, it is the responsibility of all Grays Harbor County employees to ensure the ultimate success of this policy. The EEO Officer is responsible for the management of the Affirmative Action Plan, including the design, implementation, and monitoring of the internal reporting system; keeping up-to-date on developments in Affirmative Action and Equal Employment Opportunity law; and investigating and resolving complaints alleging discrimination and/or harassment.

The EEO Officer will ensure that this policy is available to all employees and to the general public upon request. Employees will be informed during new employee orientation, training, and agency meetings regarding the value of the Affirmative Action Plan.


We, the undersigned, are committed to affirmative action and support equal employment opportunity within Grays Harbor County government.

Dated this 12 day of September, 2016.

BOARD OF COUNTY COMMISSIONERS
GRAYS HARBOR COUNTY



Chairman

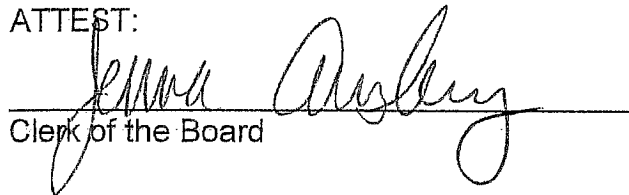


Commissioner



Commissioner

ATTEST:



Clerk of the Board