

# Discrimination and Harassment At-A-Glance

## Employee experiences or witnesses discrimination or harassment

- Washoe County prohibits discrimination, harassment and/or retaliation in all aspects of employment because a person is a member of a protected category.
- Protected categories include Age (40+), Sex, Race, Religion, Sexual Orientation, Disability.
- Harassment occurs when an employee is forced to endure conduct that is unwelcome, offensive to a reasonable person, severe or pervasive and related to a protected category.
- Remember – people have different sensitivities and personal boundaries, so err on the side of caution. The Code of Conduct requires respect for others. When in doubt, don't do it!

## Employee files a complaint with supervisor, department head or HR

- No County employee has to tolerate discrimination, harassment or retaliation from any other County employee, including supervisors and department heads.
- Any employee may report conduct they observe that is prohibited by this policy whether or not they are personally involved. Supervisors, department heads and officials must report complaints to HR.
- If you see something, you should say something right then about the offensive conduct!
- Any employee may file a complaint with an immediate supervisor, department head or HR.

## Investigation of complaint

- Upon filing a complaint, Human Resources personnel and/or an outside consultant will initiate an investigation to gather facts regarding the complaint.
- The investigation shall be completed as quickly as practicable in light of the need to conduct a full and fair investigation.
- No action will be taken against an employee who complains or provides information in good faith, whether a violation of this policy is proven or not.
- A written summary of the investigation will be prepared. The written summary and all supporting material will be maintained as a confidential record. Close out letters will be sent.

## Notice to involved parties of outcome

- Human Resources may make recommendations based on findings of the investigation to the Department Head, who determines the appropriate remedy. Notice of outcome will be sent.
- Appropriate action will be taken.