

Policy Number: 3.01	Subject: Equal Employment Opportunity and Non-discrimination
Revised: 12/08/17 / Issued: 06/01/98	Page: 1 of 3
Intent: To ensure equal employment opportunity with the City, and to provide prompt and equitable resolution of complaints alleging unlawful employment discrimination.	
Applies to: All City Employees and appointed representatives of the City.	

I. Policy.

The City of Farmington Hills is an equal opportunity employment employer. All decisions affecting employment are made without regard to an individual's race, sex, national origin, age, height, weight, marital status, mental and/or physical disability, religious affiliation, gender identity, sexual orientation or other protected classifications under Federal, State or Local law. It is the policy of the City in serving the community, to place the best-qualified candidates at all levels of employment.

II. Regulations.

- A. This policy applies to all terms, conditions, and privileges of employment, including hiring, probationary period, training, orientation, placement and employee development, promotion, transfer, compensation, benefits, social and recreational programs, employee facilities, termination and retirement.
- B. The Director of Human Resources is responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity.
- C. While overall authority for implementing this policy is assigned to the Director of Human Resources, an effective equal employment opportunity program cannot be achieved without the support of employees at all levels. It is the responsibility of all employees to help eliminate all forms of discrimination from the work environment and to report such conduct immediately to the Director of Human Resources or another professional staff member in the Human Resources Department in accordance with the established complaint procedures.
- D. The City not only prohibits discrimination but also strictly prohibits any retaliation against an employee who, in good faith, has registered a complaint, or has cooperated or participated in the investigation of a complaint, under this procedure. Any supervisor who engages in discrimination; who knowingly permits employees under his/her

supervision to engage in discrimination; or who retaliates or permits retaliation against an employee who reports such discrimination, will be subject to appropriate remedial action up to and including termination. Any employee who believes he or she has been retaliated against for exercising his or her rights under this policy should file a complaint as set forth below.

- E. Supervisors will maintain confidentiality during and after the investigation of the alleged incidents. Failure to maintain confidentiality is a violation of the policy and may warrant remedial action. Information regarding the investigation will be shared strictly on a need to know basis and as required by law.
- F. All persons who violate this policy are guilty of misconduct and will be subjected to remedial action or discipline up to and including termination of employment.

III. Complaint Procedure.

- A. An individual who feels unlawfully discriminated against shall immediately report the incident to the Director of Human Resources, or a professional staff member of the Human Resources Department. In the event an alleged violation involves the Human Resources Director or an employee of the Human Resources Department, the complaint shall be directed to the City Manager or his/her designee.
- B. All complaints should be in written form. A confidential complaint form is available through the Human Resources Department. All incident reports must be signed and dated by the person(s) directly involved. The complainant may consult with the Human Resources Department prior to submitting the written complaint.
- C. An investigation of all complaints will be undertaken immediately and confidentially. If a violation has occurred, immediate action will be taken to remedy the situation and to prevent its recurrence.

IV. Investigation Procedure.

- A. The investigation will be conducted by the Director of Human Resources. In the event an alleged violation involves the Human Resources Director or an employee of the Human Resources Department, the complaint should be directed to the City Manager, or his/her designee.

- B. The investigation will be conducted as expeditiously as possible after the complaint is made.
- C. The principal parties involved in the complaint will be advised of tentative findings and conclusions of the investigation and will be given an opportunity to respond to the tentative findings and conclusions.
- D. The Director of Human Resources will advise the principal parties of the findings of the investigation.
- E. In the event that the investigation concludes with a finding that corrective or disciplinary action is necessary, a recommendation will be made to the appropriate Department Head and City Manager. An employee who is disciplined as a result of the investigation, may appeal the disciplinary action through the appropriate grievance process.