



Cochise County Board of Supervisors

Public Programs...Personal Service
www.cochise.az.gov

Policy Title: EEO, Discrimination, Harassment

Policy Number: 2201

Effective: February 1, 2017

Supersedes:

Last Reviewed/Updated:

Scope/Coverage: All Classified and Unclassified Cochise County Employees. Nothing in this policy modifies or waives the "at will" status of an unclassified employee.

Policy Contact: Director, Human Resources

I. Equal Opportunity Employer Statement

Cochise County is an equal employment opportunity employer. It is County policy not to discriminate against any employee or applicant for employment because of race, color, religion, age (40 years and older), sex, handicap, national origin, ancestry, physical disability, genetic information or Veteran status. The County makes every effort to ensure that all actions, such as compensation, benefits, transfer, promotion, layoff, rehires from layoff, tuition assistance, educational programs, social recreational programs, discipline and use of employer facilities, will be administered without regard to race, color, religion, age (40 and older), sex, handicap, national origin, ancestry, physical disability, genetic information or Veteran status, except to the extent that a bona fide occupational qualification is involved or where an employment preference is authorized by law.

II. Prohibited Discrimination and Harassment

Cochise County is an equal opportunity employer. Cochise County prohibits discrimination and/or harassment based upon an individual's race, color, religion, age (40 years and above), sex, disability, national origin, genetic information or Veteran status by or against county personnel, including its officers, agents, or employees.

III. CRITERIA

Discrimination and or harassment against an individual based upon his/her race, color, religion, age (40 years and above), sex, disability, national origin, genetic information or Veteran status in recruitment, appointment, examination, training, pay, promotion, retention, discipline or in any other employment process is prohibited except in the instance of a Bona Fide Occupational Qualification (BFOQ). Cochise County is committed to providing all employees with a work environment free from sexual harassment as well as other types of harassment based upon an individual's race, color, religion, age (40 years and above), sex, disability, national origin, genetic information or Veteran status. Workplace behaviors based upon the protected categories listed above constitute prohibited harassment when:



Cochise County Board of Supervisors

Public Programs...Personal Service
www.cochise.az.gov

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- County personnel have an affirmative duty to maintain an environment free of prohibited discrimination and harassment. An employee who is offended by the conduct of another person or who feels that another's conduct interferes with the work environment is encouraged to speak directly with the individual engaging in objectionable behavior and request that the objectionable behavior be discontinued.

IV. Reporting Procedure

- A. An employee may report incidents of prohibited discrimination and/or harassment to their supervisor, their Department Director or directly to the Human Resources Director; however, all complaints or reports of prohibited discrimination and/or harassment must be reported to the Human Resources Director.
- B. The Human Resources Director shall evaluate any report or complaint and conduct, oversee or assist with any investigation required. All County personnel are directed to cooperate with any county investigation and to treat information obtained during a county investigation as confidential. The Human Resources Director shall work with the responsible Department Director, Deputy County Attorney, County Administrator, or if necessary, the Board of Supervisors to address any identified problem. If the Human Resources Director is the subject of a report or complaint or cannot act as an impartial investigator, the County Administrator shall perform the functions of the Human Resources Director.
- C. Department Directors and all other individuals exercising managerial or supervisory authority on behalf of Cochise County who receive complaints or reports of prohibited discrimination from any employee or who have reason to believe that a violation of this policy may have occurred shall immediately inform the Human Resources Director, unless the Director is the subject of the complaint. Should the Human Resources Director be the subject of the complaint, reports should be taken to the County Administrator.

V. Retaliatory & Other Prohibited Conduct

It is a violation of this policy to engage in any form of prohibited discrimination or harassment, to fail to comply with any applicable provision or directive contained in this policy or to retaliate against any individual for complying with this policy, reporting a possible violation of this policy, or for cooperating with a county investigation.



Cochise County Board of Supervisors

Public Programs...Personal Service
www.cochise.az.gov

VI. Policy Violations

County employees who violate this policy are subject to disciplinary action, up to and including termination.

VII. Confidentiality

Reports and complaints of discrimination and/or harassment shall be treated as confidential to the extent that confidentiality does not interfere with the county's legal obligations, including its obligation to investigate allegations of misconduct and take appropriate action.