



Morgan County Government Equal Employment Opportunity Plan

Objective

Morgan County Government is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandate. Morgan County Government prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Morgan County Government conforms to the spirit as well as to the letter of all applicable laws and regulations.

Scope

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

- Recruitment.
- Employment.
- Promotion.
- Transfer.
- Training.
- Working conditions.
- Wages and salary administration.
- Employee benefits and application of policies.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by

temporary agencies and any other persons or firms doing business for or with Morgan County Government.

Dissemination and Implementation of Policy

The officers of Morgan County Government will be responsible for the dissemination of this policy. Directors, managers and supervisors are responsible for implementing equal employment practices within each department. The HR department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

Procedures

Morgan County Government administers the EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement *"We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law."*
- Posting all required job openings internally and externally (on the County's website, recruiting websites and other appropriate places).
- 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 agency proceeding.
- Requires employees to report to a member of management, an HR representative or the general counsel any apparent discrimination or harassment. The report should be made within 48 hours of the incident.
- Promptly notifies the general counsel of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.

Harassment

Harassment is a form of unlawful discrimination and violates Morgan County Government policy. Prohibited sexual harassment, for example, is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment also includes unwelcome conduct that is based on race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Harassment becomes unlawful where:

- Enduring the offensive conduct becomes a condition of continued employment, or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Morgan County Government encourages employees to report all incidents of harassment to a member of management or the HR department. Morgan County Government conducts harassment prevention training for all employees, and maintains and enforces a separate policy on harassment prevention, complaint procedures and penalties for violations. Morgan County Government investigates all complaints of harassment promptly and fairly, and, when appropriate, takes immediate corrective action to stop the harassment and prevent it from recurring.

Human Resources

Human Resources shall take on the position of EEO Officer for the county. The EEO Officer has the responsibility for effectively administering and promoting a program of equal employment opportunity with the County and provides confidential counseling or consultation for management in the development and implementation of EEO plans and programs, in matters involving EEO concerns or complaints alleging discrimination.

Elected Officials, Department Heads and Supervisors

Elected Officials, Department Heads and Supervisors shall administer this policy, assure that recruitment for vacancies is handled in a manner that is consistent with this policy, prevent and correct any identifiable illegal discrimination and/or unlawful workplace harassment, as well as create and maintain work environments free of illegal discrimination and unlawful workplace harassment.

Employees

Employees shall adhere to this policy, encourage reporting of discrimination and/or workplace harassment, as well as participate in annual harassment training.

Remedies

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. Morgan County Government will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

IN WITNESS WHEREOF, Morgan County Government has executed this Equal Employment Opportunity Plan this 19th day of July, 2021.

BY: Morgan County Commissioners


WITNESS



Don Adams, President



Dan Bastin, Auditor



Kenny Hale, Vice President



Bryan Collier, Member