

## **1.2: Reporting and Investigation of Discrimination, Harassment, or Retaliation**

This policy applies to all employees.

### **POLICIES AND PROCEDURES**

**Employees who believe they have been the subject of harassment, discrimination or retaliation, must immediately report the alleged act(s) to their supervisor and/or a Human Resources representative.** Adams County expects an employee(s) to make a timely complaint; such complaint may be documented in writing and signed by the complainant(s). This will enable the County to promptly investigate and correct any behavior which may be in violation of this policy. If the employee feels that he or she cannot go to his/her supervisor or Human Resources with a complaint, the employee should report the incident to the County Manager or to a Deputy County Manager. All complaints must be brought forth in good faith.

Managers and supervisors (including executive level employees) shall not allow employees to be discriminated against or harassed because of any legally protected characteristic. Managers and supervisors shall not allow employees to be retaliated against because of any complaint made regarding illegal harassment, discrimination, or for reporting a violation (or potential violation) of Adams County policy in good faith, or for assisting in an investigation. **Managers or supervisors who know of, or receive reports of, harassment, discrimination or retaliation must take immediate and appropriate remedial action, including reporting the harassment to their department director and to Human Resources.** If managers or supervisors become aware of acts of discrimination, harassment, or retaliation, and do not take appropriate action, those managers or supervisors will be subject to disciplinary action, up to and including termination.

For the protection of complainants and those alleged to have violated this policy, the Human Resources department shall promptly initiate an investigation of alleged harassment. Participation in such an investigation is mandatory; an employee's refusal to participate in such an investigation will be cause for disciplinary action, up to and including termination of employment. This investigation and its results will be kept confidential to the extent possible. During an investigation, the employee accused of a violation of this policy may be placed on administrative leave. The contents of complaints and the results of investigations may be shared with the person accused of harassment or discrimination.