

**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.66	
TO:	All City Employees
FROM:	Dana L. McDaniel, City Manager 
SUBJECT:	Discrimination Policy
DATE:	December 11, 2015

I. PURPOSE

The purpose of this Administrative Order is to establish a formal written policy prohibiting unlawful discrimination and to establish proper reporting procedures for reporting allegations of such discrimination. Questions regarding this Administrative Order should be directed to the Division of Human Resources/Procurement.

II. POLICY

It is the policy of the City of Dublin to maintain a professional, businesslike work environment free from all forms of unlawful discrimination. Employees of the City of Dublin are hereby advised that discrimination or harassment on the basis of race, color, national origin, religion, sex, genetic information, pregnancy, age, ancestry, military status, sexual orientation, gender identity, disability, marital status, or veteran's status, is strictly prohibited. Such forms of discrimination or harassment shall not be tolerated and shall result in severe disciplinary action up to and including dismissal. Rigorous and strict enforcement of this policy is expected at all managerial/supervisory levels, in an effort to maintain a workplace free of such discrimination.

III. DEFINITIONS

Employee – All City of Dublin personnel, including supervisory and non-supervisory, full-time, seasonal, and temporary. (For purposes of this policy, volunteers shall also be considered as employees.)

Discrimination – Any conduct, behavior, action, or decision with respect to hiring, promotions, compensation, terms, conditions, or privileges of employment on the basis of an individual's race, color, national origin, religion, sex, genetic information, pregnancy, age, ancestry, military status, sexual orientation, gender identity, disability, marital status, or veteran's status.

IV. REPORTING/INVESTIGATORY PROCEDURE

A. Reporting Procedure

An employee who believes he/she has experienced unlawful discrimination or harassment or an employee who witnesses unlawful discrimination or harassment, is required to report such discriminatory actions, conduct, or behavior through the applicable grievance procedure in his/her Collective Bargaining Agreement, directly to his/her Department/Division Head, the Equal Employment Officer, or directly to the Director of Human Resources. It shall be the employee's right to choose the reporting option with which he/she is most comfortable. The employee's option to report an incident directly to the Division of Human Resources shall not be blocked, restricted, or prohibited in any way by Department/Division Heads or other supervisory personnel within the employee's Department/Division. Efforts at the Departmental/Divisional level to, in any way, block, restrict, or prohibit the employee's choice to report an incident directly to Human Resources, shall result in disciplinary action.

B. Investigatory Procedure

Upon receiving a report under the procedure referenced in Section IV.A. of this Administrative Order, an investigation into the alleged conduct shall be completed in a prompt manner, with a full written report being made to the Director of Human Resources recommending the appropriate action to be taken. Until which time the investigation is completed and the recommendations in the written report are implemented, the identities of the directly involved parties shall be kept as confidential as is reasonable under the circumstances. Following closure of the investigation, the investigation results shall be disclosed directly to the affected parties.

V. PROTECTION FROM RETALIATION

Employees who report incidents of unlawful discrimination or harassment in accordance with the procedure referenced in Section IV. A. of this Administrative Order, are protected from retaliatory conduct/behavior because they report such incidents. Retaliatory conduct/behavior on the part of Department/Division Heads, other supervisory personnel, co-workers, or other employees is unlawful and shall not be tolerated. Such retaliatory conduct/behavior shall result in severe disciplinary action.

**THIS ADMINISTRATIVE ORDER SHALL BE POSTED BY ALL
DEPARTMENT/DIVISION HEADS AND OTHER SUPERVISORY
PERSONNEL IN A CONSPICUOUS PLACE IN EACH
DEPARTMENTAL/DIVISIONAL OFFICE AND OTHER WORK UNITS.**