

# **Cobb/Douglas Counties Community Services Boards**

**Equal Employment Opportunity  
& Unlawful Conduct**

# Cobb and Douglas CSBs

Operate in compliance with the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990

# Cobb and Douglas CSBs

Employment is determined solely on the basis of merit and ability to perform work assignments effectively without unlawful discrimination on account of race, color, religion, national origin, sex, age, or physical or mental disability.

# Cobb and Douglas CSBs

Employees of the agencies are also subject to the provisions of Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act,

# Cobb and Douglas CSBs

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and the Americans with Disabilities Act which is administered by the Equal Employment Opportunity Commission, and the Family and Medical Leave Act administered by the United States Department of Labor.

# Cobb and Douglas CSBs

Will not tolerate harassment, discrimination or other unlawful treatment of employees by anyone, including any supervisor, co-worker, vendors, or clients of the Boards.

# Recruitment

1. In recruitment and selections of employees, it is the policy of the Boards to seek persons who are qualified and best suited for the duties and responsibilities described in the job description for the position by reason of education, training,

# Recruitment

(continues)

life experience and/or documented work experience, ability, and evidence of appropriate licensure, certification or registration, regardless of race, color, religion, sex, age, national origin, or disability.

# Recruitment

2. Recruitment may be accomplished through the State Personnel Administration, in-house job announcements, schools, newspaper advertisements, professional journals, and through other appropriate recruitment resources as vacancies occur.

# Recruitment

3. All job announcements will contain information denoting that the agency is an Equal Opportunity Employer.
4. A prior history of substance abuse or other mental illness will not be a factor affecting staff recruitment

# Promotions

All promotions will be based on merit, performance and potential, determined by objective standards and sound judgment and in all cases without relation to or consideration to race, color, religion, national origin, sex, age, disability, or prior history of substance abuse or other mental illness.

# Training

Training programs will be conducted without regard to race, color, religion, national origin, sex, age, disability, prior history of substance abuse or other mental illness.

# Compensation and other Benefits

The Boards will provide wages and benefits to all eligible employees without regard to race, color, religion, national origin, sex, age, disability, or prior history of substance abuse or other mental illness; provided however,

# Compensation and other Benefits (continues)

that the administration of said benefits does not interfere with the ability of insurers or employer to devise such a benefit and/or Insurance plan that complies with state laws and regulations and are based on sound actuarial practices.

# Nondiscrimination

The agency will maintain all departments on a nondiscriminatory basis. The Boards will not tolerate harassment, discrimination or the unlawful treatment of employees by anyone, including any supervisor, coworker, vendor, or client of the Boards.

# Prohibited Conduct

Harassment, discrimination and/or improper conduct consists of misconduct that includes unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, religion, national origin, age, disability or other Protected group status or activity (e.g. opposition to prohibited discrimination or

# Prohibited Conduct

(continues)

participation in the statutory complaint process) as provided for by law. This includes conduct by someone to another of the same gender. The Boards will not tolerate conduct that affects tangible job benefits, that interferes unreasonably with an individual's work

# Prohibited Conduct

(continues)

performance or that creates an intimidating, hostile, or offensive working environment. No supervisor or Board employee has authority to engage in such conduct.

# Prohibited Conduct

(continues)

An employee is authorized to bypass the supervisor and directly file a complaint with the Human Resources Department. If an employee complains to the supervisor and no action is taken, or if an employee seeks to complain about the employee's supervisor,

# Prohibited Conduct

(continues)

the employee must submit any such complaint directly to the Human Resources Director. Employees should report any improper conduct before it becomes severe or pervasive and not wait until it rises to the level of an unlawful action.

# Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex may constitute sexual harassment when

- (1) submission to the conduct is an explicit or implicit term or condition of employment;
- (2) submission to or rejection of the conduct is used as the basis for an employment decision; or

# Sexual Harassment

(continues)

(3) the conduct has the purpose or effect of unreasonably interfering with an individual's Work performance or creating an intimidating, hostile, or offensive working environment.

Inappropriate conduct may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented

# Sexual Harassment

(continues)

Inappropriate conduct may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact,

# Sexual Harassment

(continues)

such as patting, pinching, or brushing against another's body.

# Complaint Procedure

All employees should help to assure that any form of unlawful or inappropriate treatment is avoided. Any employee who feels that he/she has experienced or witnessed harassment, discrimination or unlawful or inappropriate treatment or conduct is to notify immediately the

# Complaint Procedure

(continues)

supervisor or the Director of Human Resources. Such notification must be in writing by may be accompanied by other forms of notification. Employees may also file a complaint of unlawful discrimination or harassment utilizing the established agency Grievance

# Complaint Procedure

(continues)

Procedures as described in the “Grievance Procedure – Classified Employees” or the “Grievance Procedure – Unclassified Employees”. The Boards forbid retaliation against anyone who has made a complaint or who has provided information related to a complaint.

# Complaint Procedure

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The Boards will undertake an objective and appropriate review of the complaint. To the extent practicable and appropriate, the Boards will keep any complaint and the terms of its resolution confidential.

# Complaint Procedure

(continues)

The Boards will take corrective action as it determines is appropriate, including such discipline up to and including immediate termination of employment.

The Boards will undertake corrective action to prevent inappropriate conduct before it rises to the level of an unlawful action.

# Complaint Procedure

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The Boards realize that intentional or malicious false accusations or misconduct can have a serious effect on innocent persons. Individuals falsely accusing another of misconduct will be disciplined in accordance with the nature and extent of the false accusation.

# Complaint Procedure

(continues)

The Boards encourage any employee to raise questions the employee may have regarding misconduct or this policy with the Human Resources Director.

# Complaint Procedure

(continues)

The Boards will assure that all employees receive or otherwise have available and review this Equal Employment Opportunity or Unlawful Conduct policy. The policy will be provided or otherwise made available to all new hires during the orientation process; and all employees are required to review the policy no less frequently than once per Calendar year.

# Complaint Procedure

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Each employee should acknowledge receipt of the policy or that the policy otherwise was made available and that the employee reviewed the policy by signing the Equal Employment Opportunity and Unlawful Conduct Policy Acknowledgement form.

# Responsibilities of the Human Resources Director

The responsibilities of the Human Resources Director in matters relating to Equal Employment Opportunity are as follows: To act as the agency Equal Employment Opportunity Representative responsible for the equal employment opportunity monitoring and reporting.

# Responsibilities of Management

The Executive Director and persons with supervisory responsibilities are responsible for the application of this policy, which includes:

# Responsibilities of Management

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(1) Initiating and supporting programs and practices designed to develop understanding, acceptance and commitment toward Equal Employment Opportunity and lawful conduct.

# Responsibilities of Management

(continues)

(2) Making certain that all employees under their direction are fully aware of and comply with this policy. Notices containing information on equal employment opportunity and the Americans with Disabilities Act will be posted at all program sites.

# Responsibilities of Management

(continues)

(3) Assuring that minorities, including females and disabled persons, are afforded opportunity for advancement.

(4) Demonstrating leadership in observing the spirit and intent of this policy, Federal Laws and orders, and State law.

# Responsibilities of Management

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(5) Notifying the Executive Director/Boards of any claims filed with a Federal or State Equal.