

CITY OF CLEVELAND
Human Resources Policies and Procedures
Workplace Policies

ANTI-DISCRIMINATION/ANTI-HARASSMENT POLICY

Mission Statement

The City of Cleveland promotes a workplace that values and respects the dignity of the individual and that is free of harassment and discrimination. Accordingly, the City of Cleveland strictly prohibits and does not tolerate harassment and discrimination based on **sex, race, color, religion, national origin, ancestry, ethnicity, age (40 or older), marital status, sexual orientation, gender identity or expression, pregnancy, physical or mental disability, military status, including past, current or prospective service in the uniformed services, genetic information**, and any other basis protected by federal, state, or local law (“Protected Status”) This policy applies to all terms and conditions of employment, including, but not limited to, training, promotion, discipline, compensation, benefits, and termination of employment. The City expects all employees to always observe the highest standards of professional conduct.

Prohibition against Retaliation: The City of Cleveland also prohibits retaliation. As a result, no one will be subject to, and the City of Cleveland prohibits any form of discipline, reprisal, intimidation, or retaliation for good faith reports, or complaints of incidents of discrimination of any kind, pursuing any discrimination claim, or cooperating in related investigations.

The City of Cleveland will respond promptly to complaints of harassment and discrimination. Where it is determined that inappropriate behavior has occurred, the City of Cleveland will act to eliminate the behavior and impose corrective action up to and including termination of employment.

I. Statement of Policy

- A. Employees shall not engage in discrimination based on Protected Status. This applies to all conditions of employment, including, but not limited to, hiring, firing, compensation, assignment, classification, transfer, promotion, layoff, recall, job advertisements, recruitment, testing, use of facilities, fringe benefits, pay, retirement plans, or other terms and conditions of employment.
- B. Employees shall not engage in harassment based on Protected Status. Harassment may consist of unwelcome conduct, whether verbal, physical or visual, that is based upon a person’s protected status. The City will not

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tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive work environment to a reasonable person.

- C. Employees shall not engage in retaliation. It is a violation of this policy to engage in any form of discipline, reprisal, intimidation, or retaliation for good faith reports, or complaints of incidents of discrimination of any kind, pursuing any discrimination claim or cooperating in related investigations.

If you are subjected to any conduct you believe violates this policy, you must promptly speak to, write, or otherwise contact your immediate supervisor and the Department of Human Resources (DHR). Complaints should be detailed as possible, including the names of all individuals involved and any witnesses. Any manager or supervisor must also report any observe or reported violations of this policy. The failure of any manager or supervisor to report a possible policy violation, whether reported or observed, may result in disciplinary action, up to and including termination of employment.

- D. There shall be no retaliation against an employee for making a good faith report of discrimination, harassment, or other inappropriate behavior. In contrast, an employee who *knowingly* makes a false or bad faith complaint may be subject to appropriate disciplinary action, up to and including termination of employment.
- E. All employees are expected to fully comply with any investigation, and failure to do so is a violation of City policy.
- F. The nature of the resolution will be determined based upon the individual circumstances of the situation and the results of the internal investigation. If it is determined that harassment or retaliation has occurred, violators shall be subject to disciplinary action appropriate to the circumstances, up to and including possible termination of employment.

II. Representation

During an investigation, an employee may wish to have a representative

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present. Should an employee seek representation, they must immediately notify the investigator and ensure the attendance of the representative no later than 24 hours before any investigatory interview or other action under this policy, unless a different period is provided by any applicable collective bargaining agreement. Non bargaining unit employees may only use counsel as a representative.

III. Confidentiality

All complaints and investigations are treated confidentially to the extent possible and information is disclosed strictly on a need-to-know basis, but confidentiality cannot be guaranteed. The identity of the complainant often is revealed to the parties involved during the investigation, e.g. witnesses, alleged harasser, Union representative, etc.

IV. Additional Information & Resources

To report violations or to ask questions about this policy, please contact:

Employee Relations Manager
Department of Human Resources
City Hall- 601 Lakeside Avenue, Room 121
Cleveland, Ohio 44114
(216) 664-2493

This policy has been issued under the authority of Matthew Cole, Director of Human Resources:



Signature

Director of Human Resources
Title

March 25, 2024
Date