



PROVIDING EQUAL EMPLOYMENT OPPORTUNITY

Policy: POL-417-HR • Effective Date: 1/1/2012 • Res. # 072432

Cancels: Res # C-1; L-1 • Reference: Document 1 of 2 to EEO

Unless otherwise stated in a union contract, this policy applies to all Whitman County employees, applicants and program participants.

Definitions:

Bona Fide Occupational Qualification – A legitimate, reasonable and proven reason to have job qualifications that would normally be illegal.

1. Whitman County Is An Equal Opportunity Employer.

Whitman County is an equal opportunity employer and will not discriminate against any employee, applicant or program participant in an unlawful manner. The County treats all applicants and employees equally and without regard to race, religion, creed, color, national origin, gender, sexual orientation, age, disability, pregnancy, political affiliation, marital or veteran's status, or any basis prohibited by local, state or federal law. All activities related to employment such as recruitment, selection, transfer, promotion, termination, and training shall be conducted in a non-discriminatory manner.

It is also the policy of this County to foster and maintain a harmonious non-discriminatory working and program environment for all individuals. Toward this end, the County will not tolerate racial, ethnic, religious, or sexual slurs or comments demeaning national origin or disability by any employee or about any employee or applicant.

2. Otherwise Illegal Inquiries May be Made Under Specific Circumstances.

Whitman County may create and implement bona fide occupational qualifications for any position. Whitman County may make inquiries in to otherwise protected classes only if the questions pertain to a bona fide occupational qualification or are specifically required by the federal government. Such qualification and questions must be reviewed with the Human Resources Director before implementation.

Human Resources collects information about applicant gender and ethnicity, prior to review of the hiring authority, in accordance with federal reporting regulations. The information collected is provided by the applicant on a voluntary basis and kept confidential, except to the extent necessary to implement an EEO Plan as authorized by law. It is maintained separately from an individual's application and employment file and is not used in a discriminatory manner.

3. Copies of This Policy May Be Obtained Through the Human Resources Department.

Copies of this policy may be obtained through the Human Resources Department. New employees will also receive a summary of the policy during their orientation process.

4. Violations of This Policy Are Cause for Discipline.

Violations of this policy will be cause for disciplinary action up to and including termination. Any individual who feels he or she has been a victim of discriminatory treatment in violation of this policy should bring this concern to his/her department head/elected official or the Human Resources Department for appropriate action. An immediate investigation shall be conducted. While complete confidentiality cannot be guaranteed, it will be provided to the extent possible. When the investigation is complete the complainant will be informed of the outcome.

Individuals who are not employed by Whitman County need to submit in writing a formal complaint detailing the alleged discrimination to the Human Resources Department.

Retaliation for filing a grievance, or acting as a witness, is strictly prohibited.

Complaints may be addressed to:

Whitman County Human Resources
400 N. Main St.
Colfax, WA 99111
(509) 397-5243
FAX: (509) 397-6355
www.whitmancounty.org
kellie@co.whitman.wa.us