I. PURPOSE

It is the policy of the County of Wayne to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, ancestry, citizenship, age, pregnancy, weight, physical or mental disability, marital status, sexual orientation, arrest record, veteran or military status, unfavorable discharge from military service, or any other legally protected status under state, local or federal law. This policy applies to all terms and conditions of employment, including but not limited to hiring, job assignments, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. In addition, Wayne County provides reasonable accommodations to applicants or employees with disabilities so long as such accommodations do not pose an undue hardship on the County, as is required by the Americans with Disabilities Act and equivalent state laws.

II. POLICY PROVISIONS

1. Wayne County is committed to a policy of NON-Discriminatory practices and has a zero tolerance policy regarding discrimination.

2. Discrimination of any employee on any of the above grounds will not be tolerated in the workplace. Further, improper interference with the ability of employees to perform their job duties will not be tolerated under any circumstance.

3. It is the responsibility of each manager or supervisor to create and support an atmosphere free for illegal discrimination in any form by any employee.

4. Complaint Procedure

   a. Any employee who believes they have been subjected to discriminatory actions in violation of this policy, may file a complaint with the Department of Personnel/Human Resources.
b. All complaints will be promptly and thoroughly investigated. Confidentiality will be maintained, to the extent possible, however disclosure of the complainant’s identity may be necessary during the course of the investigation.

c. The County will take affirmative steps to prevent discrimination from occurring and to deal fairly with all reported incidents in a timely manner. Where an investigation determines a complaint has merit, action will be taken to both deal with the conduct and prevent its recurrence. Offending employees, including management personnel, risk discipline up to and including termination and may be subject to civil liability. If an investigation results in a determination that an employee maliciously and falsely accused another of discrimination, they will be subject to disciplinary action up to and including termination.

d. Retaliatory action against an employee seeking redress under this policy is prohibited and shall constitute a separate and distinct cause for complaint under this policy.

e. Nothing in this statement of policy prevents an employee from directly contacting the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights in addition to or instead of pursuing the matter internally.

III. ENFORCEMENT

Commission of any one (1) of the above acts may results in remedial action ranging from verbal to written discipline, suspension from work without pay, to immediate termination.

IV. DISCLAIMERS

If in direct conflict with other internal or departmental policy, this policy will be considered to be the overriding policy unless otherwise directed by the Director of Personnel/Human Resources or his/her designee.

In the event that any provision of these policies is in conflict with the terms and conditions of existing collective bargaining agreements (CBA), the terms and conditions of the agreements shall take precedence. On those topics where the CBA is silent, the provisions of these policies shall apply

V. RELATED DOCUMENTS

a. Anti-Discrimination Laws
b. Sexual Harassment Policy
c. Code of Conduct Policy
d. EEO Policy
e. Collective Bargaining Agreements
f. Wayne County Charter
g. Civil Service Commission Rules
h. Ordinance – Ethics No. 2012-209
i. Ordinance – Fraud No. 2012-364
j. Wayne County Employee Handbook
k. Wayne County Work Rules

VI. REVISION HISTORY

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