

## **Report of Potential/Actual Harassment or Discrimination Process**

Genesee County supports a safe and harmonious work environment and will not tolerate harassment and discrimination of its employees, by any county employee or non-employee, based on religion, race, color, national origin, sex, disability, age, material status, height, weight, arrest record, genetic information, familial status or any other protected class.

Genesee County will protect the confidentiality of the allegations to the extent possible. However, complete confidentiality cannot be guaranteed as information will need to be revealed to the alleged harasser and witnesses in order to conduct an effective investigation.

If it is determined harassment or discrimination has occurred, Genesee County will take timely and appropriate corrective action. Further, Genesee County will not tolerate adverse treatment of an employee because they reported potential/actual harassment or discrimination, or served as a witness or was involved in the investigation process.

Filing a Report of Potential/Actual Harassment or Discrimination with Genesee County does not extend the timeline to file a complaint with an outside agency. Filings should occur within 180 days of the alleged harassment/discrimination.

An employee may attempt to resolve the issue through their supervisor(s) or department head. If not resolved in this manner, the employee can submit their complaint to the Human Resources and Labor Relations office.

The following are the steps taken to file a Report of Potential/Actual Harassment or Discrimination:

### **Step 1**

Employee can complete the Report of Potential/Actual Harassment or Discrimination form and submit it to the Human Resources and Labor Relations Office.

### **Step 2**

The Human Resources and Labor Relations office will contact the employee no later than five business days after receipt of the complaint to schedule a meeting to discuss the information submitted.

### **Step 3**

The following will occur within a reasonable period of time:

- The alleged harasser and witnesses and any other parties who may have information regarding the complaint will be interviewed.
- Documents and other items which may be evidence shall be collected.

### **Step 4**

Upon completion of an investigation, the complainant and the accused will be informed in writing of the results of the investigation.

Complaints will be promptly investigated. The length of time to complete an investigation and notify the parties involved will vary depending on a number of circumstances, such as, the number of individuals to be interviewed and their availability. However, the process will be handled as efficiently as circumstances will allow.

## Report of Potential/Actual Harassment or Discrimination

### Complainant

Name:

Supervisor:

Title:

Work Phone#:

Department:

Home Phone#:

### Respondent (Alleged Harasser/s)

1. Name:

Department:

2. Name:

Department:

3. Name:

Department:

It is the policy of Genesee County not to discriminate against any applicant or employee with regard to hiring, tenure of employment, promotion, transfer, selection for training, or any other terms or conditions of employment based on being a member of a protected class as defined by federal or state law.

Based on the above statement, I believe I have been discriminated against: ☐ Yes or ☐ No

If yes, on what basis have you been discriminated against? Check all that apply below:

- ☐ Race ☐ Color ☐ Sex (gender) ☐ Religion ☐ National Origin  
☐ Age ☐ Disability ☐ Weight ☐ Height ☐ Retaliation ☐ Martial Status  
☐ Other: \_\_\_\_\_

Following is Genesee County's definition of sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Based on the above statement, I believe I have been Sexually Harassed: ☐ Yes or ☐ No

**Statement of Complaint:** Include specific incidents, any witnesses and dates (attach a separate page if necessary)

Did you report this to anyone in your department?

☐ Yes

☐ No

If yes, whom did you discuss with or report to?

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_