



Equal Employment Opportunity Policy

Policy No. A-02¹

The Scope of this policy includes the following individuals:²

- ✓ Employees (including Appointed Officials, Probationary Employees, Full-Time At-Will Employees, Part-Time Employees, Temporary Employees, Civil Service Employees, Teamsters Employees, HPOA, HPSA, and IAFF Employees)
- ✓ Full-Time Elected Officials
- ✓ Board and Commission Members
- ✓ Volunteers

I. PURPOSE

To promote equal employment opportunities for applicants and employees and create a working environment free of discrimination, harassment, and retaliation.

II. POLICY APPLICATION

A. Prohibited Discrimination & Harassment

The City is an equal opportunity employer and makes employment decisions on the basis of merit with respect to all terms and conditions of employment, including, but not limited to: recruitment, hiring, testing, training opportunities, transfers, promotions, work assignments, discipline, compensation, benefits, performance evaluations, and termination. In accordance with applicable law, the City prohibits discrimination based on race, color, religion, sex, pregnancy, age, national origin or ancestry, disability, veteran status, sexual orientation, gender identity or expression, status as HIV positive, genetic information, or any other consideration protected by federal, state or local laws. The City's commitment to equal opportunity employment applies to all persons involved in the City's operations and prohibits discrimination by any employee or agent of the

¹ This policy is not to be construed as a contract or an implied contract concerning any employment-related decision or term or condition of employment. The City reserves the right to revise, delete or add to any and all policies, procedures, work rules or benefits stated in this policy at its sole discretion. See Introduction, Administrative Policy No. A-01.

² The relevant definitions for the individuals identified in the Scope of this policy are defined in Introduction, Administrative Policy No. A-01.

City. By providing a work environment of respect, trust, collaboration, and cooperation, the City of Henderson strives to create a workplace where all employees are treated with dignity and respect.

The City is committed to supporting its transgender and gender non-conforming employees. The City has created Workplace Gender Transition Guidelines for the purpose of ensuring the safety and protecting the rights of transgender or gender non-conforming employees while maximizing the employees' workplace integration and minimizing stigmatization.

The City also maintains a policy strictly prohibiting sexual harassment and harassment because of race, color, religion, sex, pregnancy, age, national origin or ancestry, disability, veteran status, sexual orientation, gender identity or expression, status as HIV positive, genetic information, or any other consideration protected by federal, state or local laws. For further information, see Harassment Free Workplace Policy, Administrative Policy No. A-03.

Employees are prohibited from using their personal social media accounts to violate the City's policies prohibiting discrimination, harassment, retaliation, and workplace violence. Such conduct will not be tolerated and may subject employees to disciplinary action up to and including termination.

B. Prohibited Retaliation

The City prohibits retaliation against any employee for opposing, reporting or threatening to report prohibited discrimination or harassment, or for participating in any manner in an investigation, proceeding or hearing regarding prohibited discrimination or harassment. The City will not retaliate against an employee who complains in good faith of prohibited discrimination or harassment and will not permit such retaliation by its employees.

C. Discrimination and Retaliation Complaint & Investigation Procedure

Please see Complaint Procedures Policy, Administrative Policy No. A-08.

Any employee who maliciously files a false complaint of discrimination, harassment or retaliation will be subject to disciplinary action up to and including termination.

D. Management's Responsibility

In furtherance of this policy and the City's prohibition on discrimination, harassment and retaliation, all supervisory employees who witness such conduct or otherwise become aware of any allegations or complaints of such activity must report it to their assigned Human Resources Business Partner or to the Director of Human Resources and their supervisor immediately. A supervisory employee's failure to immediately (i.e.,

without undue delay) report such activity, complaints or allegations will result in discipline up to and including termination.

Relevant Form(s):

[Discrimination and/or Harassment Complaint Form](#)