

1. Policies and Procedures

Equal Employment Opportunity

It is County policy to recruit, hire, train, and promote employees without discrimination because of race, religion, color, political affiliation, disability, national origin, sexual orientation, gender identity, gender, sex or age except when sex, age, or physical condition is a bona fide occupational qualification, genetic information, veteran status, or on the basis of pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation. This policy applies to all aspects of personnel administration including, but not limited to, recruiting, testing, interviewing, hiring, training, promoting, disciplining, transferring, adjusting salaries, and administering benefit programs. The County adheres to this policy to maintain and build an organization of the highest quality that provides equal employment opportunities to all persons.

Accommodations for Disabled Individuals

The County will provide reasonable accommodations for those employees who have disabilities so long as it does not pose an undue burden or hardship on the County. The County will determine the nature and scope of an accommodation based on the following factors:

- Whether the employee can perform essential job functions with or without a reasonable accommodation;
- The impact of accommodations on co-workers, the department, the County, or taxpayers;
- Cost considerations for implementing the accommodation; and
- Available alternatives.

Although the County retains the sole discretion to determine the nature and scope of any accommodation, the County seeks to engage in an interactive process. Employees must request accommodations whenever necessary and discuss the issue with the Human Resources Director so that the County can ensure that employees can perform their essential job functions in a safe and efficient manner.

Anti-Harassment Including Sexual Harassment

The County has taken special steps to prevent employees from being subjected to inappropriate conduct in the workplace. The County believes that all employees desire a

professional, productive, and pleasant work environment. Providing such a work environment necessarily requires the cooperation of all employees.

County policies, as well as various laws and regulations, generally prohibit employment decisions from being made on the basis of race, sex, religion, national origin, age, genetic information, disability, veteran status, conditions of pregnancy including lactation, or similar distinctions. In addition, it is County policy to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs, and harassment either relating to such distinctions or simply resulting from a lack of consideration for a fellow human being.

This policy addresses all forms of harassment in a single policy. The County wishes to highlight in this policy a particular form of harassment which is often described as "sexual harassment."

Sexual harassment includes but is not limited to any inappropriate behavior which, because of an individual's gender, has the effect of creating a hostile, intimidating, or otherwise unpleasant work environment. The following, in no particular order, are some of the more obvious types of behavior that the County considers to be highly inappropriate in the workplace:

- Demands or requests for sexual favors;
- Displays of sexually explicit pictures or objects;
- Sexually-oriented banter, jokes, or commentary;
- Repeated social invitations;
- Compliments of a sexual or suggestive nature.

Special Note: Listed above are general descriptions of some of the types of conduct which may constitute sexual harassment, or which can lead up to sexual harassment, depending upon the circumstances. Importantly, not all of the prohibited conduct listed above rises to the level of what would meet the legal definition of this term. The County, however, does not want its employees to have to worry about whether conduct which makes them feel uncomfortable meets or does not meet a particular legal definition. What the County wants, and insists upon, is that an employee notify the County immediately in the event someone else's conduct offends you or otherwise makes you feel uncomfortable.

If you feel that you have been subjected to any of the above conduct or otherwise made to feel uncomfortable in the workplace because of your gender, you MUST IMMEDIATELY report this conduct to the HUMAN RESOURCES Director, a member of management, or the Administrator. In the event you believe that the Administrator is the alleged harasser, or you are uncomfortable reporting the matter to a member of management, you must immediately contact the County Attorney. Supervisors who observe harassment should intervene and report it to the Human Resources Director.

A written statement will be taken and an investigation conducted. Your complaint will be kept as confidential as possible consistent with its effective investigation.

Disciplinary action. Employees, including supervisors, who are determined to have violated this policy, will be subject to disciplinary action up to and including termination. In addition, employees, including supervisors, who the County determines have retaliated against a person on the basis that the person complained of harassment will be subject to termination unless extenuating circumstances are presented in mitigation of termination.

Immigration

The County is committed to employing individuals who are legally authorized to work in the United States. The County does not illegally discriminate because of a person's citizenship or national origin. The County complies with the following:

- Federal immigration laws, namely the Immigration Reform and Control Act of 1986. As a result, every new employee at the County is required to complete the Employment Eligibility Verification Form 1-9 and show federally-specified documentation regarding identity and employment eligibility. The County then verifies the legal status of all new employees through the E-Verify federal work authorization program administered by the U.S. Department of Homeland Security.
- The South Carolina Illegal Immigration and Reform Act of 2008.

Centralization of Human Resources

It is County policy to centralize the handling of personnel-related matters to the Human Resources Department, including those affecting (1) employees who report through a chain-of-command headed by the County Administrator and (2) employees of those elected officials, boards