

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