Reaffirmation of Commitments
Equal Employment Opportunity/Harassment in the Workplace

To: All Employees

Date: January 1, 2025

Equal Employment Opportunity

The Mobile County Health Department (MCHD) is committed to equal employment opportunity for all qualified persons. We recognize and appreciate *each* employee's work and contribution to the Health Department's success. We believe our employees are entitled to be treated fairly and with respect. We provide equal opportunity and equal treatment in all aspects of employment (including recruiting, hiring, transfers, promotions, compensation and benefits, training, lay off and recall) to all employees and to all applicants for employment without regard to race, color, religion, sex (including pregnancy, child birth and related medical conditions), national origin, age (40 or over), citizenship, physical or mental disability, or status as a disabled veteran or veteran of the Vietnam era. We expect all managers and supervisors to abide by our EEO Policy in making all employment-related decisions.

We make reasonable accommodations to ensure equal employment opportunities for qualified disabled individuals and for qualified veterans of the Vietnam era and disabled veterans. A disabled individual or a disabled veteran is qualified for a job if he or she can, with or without reasonable accommodation, perform the essential functions of the job.

We undertake affirmative action to recruit, hire and promote qualified minority group members, women, disabled individuals, disabled veterans, and veterans of the Vietnam era.

The Health Department does not maintain and will not tolerate facilities that are segregated on the basis of race, color, religion, national origin, citizenship, age, disability or sex, except where sex is a *bona fide* occupational qualification. We will seek to provide facilities that are accessible to disabled employees.

We firmly believe that equal employment opportunity can only be achieved through demonstrated leadership and aggressive implementation of a viable affirmative action program ("AAPs"). Therefore, our AAPs set forth specific affirmative action and equal employment opportunity responsibilities for managers, supervisors, and all employees. These responsibilities must be carried out in spirit as well as in letter to assure that equal employment opportunity is available to all.

The Health Department has designated the Human Resources Director as its EEO Officer and assigned the EEO Officer the primary responsibility of implementing and monitoring our EEO Policy and AAPs. The Agency invites you to contact the EEO Officer if you have any questions about our EEO Policy or AAPs, or if you would like additional information about our AAPs.

Harassment Policy

We expect all employees, including supervisors and managers, to respect the feelings of fellow employees, and to treat fellow employees in a courteous and professional manner. We will not tolerate any form of *harassment* of our employees. Harassment includes any hostile, intimidating, offensive, insulting, or demeaning words or conduct. Specifically forbidden is harassment because of a person's sex, race, color, national origin, religion, age, or disability. *Examples* of prohibited harassment include:

- Offensive, insulting or demeaning remarks, gestures, jokes, pranks, slurs and graffiti about a person's sex, race, color, national origin, religion, age, or disability.
- Managers' or supervisors' use of threatening, intimidating, demeaning, or insulting words are actions in dealing with employees under their supervision, particularly any derogatory comments about an employee or about an employee's job performance related to the employee's race, sex, national origin, religion, age or disability.

Harassment of our employees is forbidden and will result in disciplinary action, which may include discharge.

We maintain a professional workplace that is free from *sexual harassment*. Managers and supervisors shall not threaten or insinuate that an employee's refusal to submit to sexual advances or any other form of sexual harassment will adversely affect the employee's continued employment, pay, benefits, working conditions or job opportunities. Similarly, managers and supervisors shall not state or imply that submission to sexual advances or any other form of sexual harassment will in any way enhance an employee's employment opportunities, hours, pay, benefits, or any other terms or conditions of employment. No manager or supervisor has any authority to take any adverse action against an employee, including discharge, demotion, or reducing the

employee's work hours, benefits or pay, because the employee refuses to submit to sexual advances or any other form of sexual harassment. Similarly, no manager or supervisor has any authority to give an employee preferential treatment because the employee does submit to sexual advances or any other form of sexual harassment.

Any verbal or physical conduct of a sexual nature that could contribute to a hostile or offensive workplace for any employee, whether committed by a manager, a supervisor, an employee or any other person (including a contractor or customer), is prohibited. E*xamples* of prohibited conduct include:

- Use of profane or vulgar language.
- Unwelcome, sexual flirtations, sexual advances, or sexual propositions.
- Sexually oriented or suggestive jokes or comments.
- Comments about a person's body or sex life.
- Sexually degrading words, including sexual slang, used to describe any person.
- Physical contact of a sexual nature, including unwelcome or inappropriate touching, pinching, patting, grabbing, or hugging.
- The display in the workplace of sexually oriented or suggestive pictures or objects.
- Sexually suggestive or vulgar graffiti, including words and drawings.
- A supervisor's or manager's comments suggesting that an employee will suffer employment consequences, such as demotion, discharge or denial of a pay raise, if s/he does not agree to sexual demands or if s/he complains about offensive sexual behavior or any other form of harassment.
- Comments suggesting that an employee will receive favorable employment treatment in exchange for sexual favors.

Complaint Procedure

You *must* promptly report any incident of harassment or any other violation of our EEO/Harassment in the Workplace Policy directly to our EEO Officer (Cynthia Turner, telephone 690-8109). All supervisors and managers have a responsibility to prevent harassment and to stop it if it occurs. However, to ensure that the agency can promptly investigate and, if appropriate, take prompt and effective action, it is essential that you promptly notify our EEO Officer. Reporting it to your supervisor or manager is *not* sufficient. If your complaint is against or otherwise involves our EEO Officer, or if for any other reason you do not believe our EEO Officer can fairly receive your complaint, you must report any incident of harassment or other violation of our EEO/Harassment in the Workplace Policy directly to the Public Health Director of Administrative Services (Paul Betros, telephone 690-8104).

All managers and supervisors have a responsibility to enforce our EEO/Harassment in the Workplace Policy. Our managers' and supervisors' responsibility includes immediately stopping any harassment that is observed or reported and reporting any violations directly to the EEO Officer. Failure to do so will result in disciplinary action, which may include discharge.

The EEO Officer will thoroughly investigate all complaints. The employee will be required to submit a formal complaint and prepare a written report detailing the alleged harassment or any other violation of our policy, and to sign the report. To the extent practicable, the investigation will be confidential with due regard for the sensitive nature of such complaints. If, after completing our investigation, we determine that a complaint is valid, we will take prompt and appropriate disciplinary action against the person or persons engaging in such conduct. Depending upon the severity of the violation of our policy, appropriate discipline may be discharge.

We encourage you to come forward if you have a complaint and we assure you that no adverse action will be taken or allowed against any employee whom in good faith reports harassment or any other violation of our EEO/Harassment in the Workplace policy.

Just as we all share the responsibility for meeting the challenges of our agency's objectives, each of us must assume a leading role in making our EEO/Harassment in the Workplace Policy work effectively.

Executive Commitment

As Health Officer, I am committed to the goal of equal employment opportunity and affirmative action as stated in our EEO policy and our AAPs. I expect all managers, supervisors, and employees to advance these principles.

1-16-2025

Kevin Philip Michaels, MD, MPH, FACOEM
Health Officer