

### **Equal Employment Opportunity**

The City of San Angelo is committed to an effective equal employment opportunity program in which all applicants will be afforded equal opportunities to be employed and all employees will receive fair and equitable consideration in all aspects of personnel administration. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or in any other aspect of personnel administration is prohibited because of race, color, sex, national origin, religious opinions or affiliations, age, sexual orientation, disability and/or political affiliation or belief. Age, sex, or physical requirements must have been demonstrated to be bona fide occupational qualification prior to use as selection criteria. Any employee who feels discriminated against may file a complaint in accordance with procedures in this Employee Policy Manual.

- Designation – The Director of Human Resources is designated as the EEO/Affirmative Action and ADA Coordinator, with the authority and responsibility to develop and implement strategies to assure the achievement of the intent of the policy. All levels of management in every department, division, and work unit of the City shall uniformly apply this policy.
- Responsibility – Each Department Director, division manager and supervisor is responsible for the application of this policy within their work area. This includes all supporting programs and practices developed in accordance with this policy. All employees of the City are responsible for cooperating with any reviews, investigations, and other activities initiated within the framework of this policy. To achieve ultimate effectiveness in the application of this policy, the cooperation, support, and commitment of every employee is essential.
- Enforcement Information – Employees who believe that they have been unlawfully discriminated against, harassed, or persecuted for filing a complaint in regard to alleged unlawful acts, may file a complaint through the City, the Equal Employment Opportunity Commission (EEOC) and/or other appropriate state agencies. The City will thoroughly investigate complaints and take appropriate disciplinary action to correct any wrongdoing, up to and including termination. Various state agencies also have the authority to investigate and prosecute complaints of unlawful harassment in employment.

The Director of Human Resources, in conjunction with the affected Department Director, shall investigate the complaint to determine if the City is in compliance with this policy and shall respond to the complainant within ten (10) working days of the date the complaint was received.