3-01/122.00 - Policy of Equality - Procedures

All Department members are responsible for conducting themselves in accordance with the Policy of Equality ("policy") and these procedures ("procedures"). The policy and procedures are the internal controlling authority for all Department equity matters. Violation of the policy or procedures will lead to prompt and appropriate Departmental action including, but not limited to, counseling, training, written reprimand, suspension, demotion, and/or discharge.

Any Department member who believes they have been subjected to a violation of the policy is strongly encouraged to report the matter. Any non-supervisory Department member who has knowledge of a violation of the policy is also strongly encouraged to report the matter.

Supervisors and managers have an affirmative duty to report potential violations of the policy. Supervisors and managers shall also take all reasonable steps to prevent discrimination, harassment, retaliation, and inappropriate conduct toward others from occurring in the workplace and take immediate and appropriate corrective action to stop any discrimination, harassment, retaliation, and inappropriate conduct toward others that does occur.

The Department will promptly and effectively investigate all reports of violations of the policy and will take immediate and appropriate preventive and corrective action. Department members shall cooperate fully in any inquiry or investigation related to the policy.