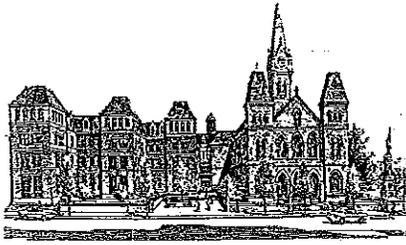


BLAIR COUNTY POLICY



**TITLE: EQUAL OPPORTUNITY
 EMPLOYMENT**

BLAIR COUNTY POLICY NO.: 301

POLICY APPROVAL BY:

COMMISSIONERS:	Initials	Date
Ted Beam	TAB	8-16-16
Bruce Erb	BRE	8-16-16
Terry Tomassetti	TKT	8-16-16
HR DIRECTOR:		
Katherine Swigart	KWS	8-16-16

1.0 POLICY

County of Blair is an equal opportunity employer. It is the policy of the County to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to age, disability, genetic information, national origin, pregnancy, race, religion, sex, or veteran status. The County will conform to all applicable laws and regulations.

2.0 PRACTICES

The policy applies to all aspects of the relationship between Blair County and its employees, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, volunteers, personnel working on our premises who are employed by temporary agencies, and any other persons or firms doing business for or with the County.

3.0 PROCEDURES

County practices that support this policy include the following:

- Required posters are displayed in areas highly visible to employees.
- The County forbids retaliation against any individual who files a charge of discrimination, reports harassment, or assists, testifies, or participates in an equal employment proceeding.

- Employees must report any apparent discrimination or harassment to their immediate supervisor/manager and the Human Resources Department.
- Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The Human Resources Department will promptly and thoroughly investigate every issue that is brought to its attention and will take appropriate disciplinary action, up to and including termination from employment.
- For additional information regarding complaint procedures, please see Blair County Policy No. 304 (Anti-Harassment).