



## WAYNE COUNTY POLICY STATEMENT

<b>Title:</b>	Harassment Policy		
<b>Wayne County Policy #</b>		<b>Date Issued:</b>	4/30/2013
<b>Category:</b>	Conduct	<b>Date Revised:</b>	5/1/2025
<b>Approved By:</b>	Donna Wilson, Personnel and Human Resources Director		Page 1 of 4

### I. PURPOSE

It is the policy of the County of Wayne to prohibit all conduct and language which may interfere with an employee's job performance or create an intimidating, hostile or offensive work environment.

### II. POLICY PROVISIONS

1. Federal law provides the following definition of harassment, which Wayne County specifically incorporates into its employment policies.

Harassment is unwelcome conduct that is based on sex, age, height, weight, sexual orientation, gender identity or expression, race, color, creed, national origin, political or religious beliefs, disability, marital status or genetic information and as otherwise provided by law. Harassment becomes unlawful where:

- A. Enduring offensive conduct becomes a condition of continued employment, or
- B. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Harassment may include but is not limited to degrading comments; innuendos; or gestures, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance that creates an intimidating, hostile, or offensive work environment.

2. This policy also prohibits retaliation against anyone who files a complaint of unlawful harassment and/or who participates in an investigation is strictly prohibited and shall constitute a separate and distinct cause for complaint under this policy.



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Individuals found to have engaged in retaliation conduct may be subject to discipline up to and including termination.

3. All employees are responsible for their own conduct and supervisory employees have an additional responsibility to ensure a work environment free from improper conduct. It is impossible to list all conduct or remarks which could be characterized as sexual harassment, or to draw the line between what is appropriate and inappropriate. However, harassment may include but is not limited to degrading comments; innuendoes; gestures which create an intimidating, hostile, or offensive work environment.
4. Everyone's perception of conduct is different—what one person may find amusing; another person may find offensive. Therefore, employees must refrain from any conduct which may be questionable. Particularly, employees who supervise others must avoid placing themselves in situations where even the appearance of sexual harassment or improper conduct is a possibility.
5. The County will take affirmative steps to prevent any form of harassment, including sexual harassment, from occurring and to address all reported incidents in a timely manner. Where an investigation determines a complaint has merit, action will be taken to both address the conduct and prevent its recurrence.
6. Offending employees may be disciplined up to and including termination and may be subject to civil liability.
7. If an investigation results in a determination that an employee maliciously and falsely accused another of discrimination, they will be subject to disciplinary action up to and including termination.

### III. COMPLAINT PROCEDURE

1. Any employee who believes they have been subjected to discriminatory, harassing, or retaliatory actions in violation of this policy may file a complaint with a supervisor, Department Director or Elected Official, or the Department of Personnel/Human Resources Equal Employment Opportunity.
2. Complaints will be promptly and thoroughly investigated. Confidentiality will be



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maintained to the extent possible, however disclosure of the complainant's identity may be necessary.

3. The Discrimination-Harassment-Retaliation Complaint form is located on the Department of Personnel/Human Resources intranet page or by clicking this link [Wayne County Complaint Form v7-2024 \(Fillable\).pdf](#)
4. Nothing in this statement of policy prevents an employee from directly contacting the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights in addition to or instead of pursuing the matter internally.

#### IV. ENFORCEMENT

The Department of Personnel/Human Resources is responsible for enforcement of this policy. Further, P/HR is also responsible for ensuring all employees receive appropriate compliance training regarding this policy, including training regarding both the prohibitions and affirmative duties described herein. In addition to disciplinary action up to and including termination of employment, employees may also be subject to civil or criminal penalties as permitted by law.

#### V. DISCLAIMERS

If this policy is in direct conflict with other internal or departmental policies, this policy will be considered the controlling policy unless otherwise directed by the Personnel/Human Resources Director or designee.

In the event that any provision of this policy is in conflict with the terms and conditions of existing collective bargaining agreements (CBA), the terms and conditions of the agreements shall take precedence. On those topics where the CBA is silent, the provisions of this policy shall apply. This policy revision shall replace any previous policies published under the same title and/or number.

#### VI. RELATED DOCUMENTS

- a. Anti-Discrimination Laws
- b. Non-Discrimination Policy



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- c. Collective Bargaining Agreements
- d. Wayne County Charter
- e. Civil Service Commission Rules

### VII. REVISION HISTORY

<b>ACTION</b>	<b>DATE</b>	<b>BY WHOM</b>	<b>REASON</b>
Created			New Policy
Revised	04/30/2013	Tish King, P/HR Director	Revised
Revised	04/01/2018	Steve Mahlin, P/HR Director	Updated
Updated	10/18/2021	Steve Mahlin, P/HR Director	Updated
Updated	5/1/2025	Donna Wilson, P/HR Director	Updated