

WAYNE COUNTY POLICY STATEMENT

Title:	Non-Discrimination Policy		
Wayne County Policy #		Date Issued:	4/30/2013
Category:	Conduct	Date Revised:	1/26/2026
Approved By:	Donna Wilson, Personnel/Human Resources Director		Page 1 of 4

I. PURPOSE

It is the policy of the County of Wayne to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, ancestry, citizenship, age, pregnancy, weight, physical or mental disability, genetic information, marital status, sexual orientation, gender identity, arrest record, veteran or military status, unfavorable discharge from military service, or any other legally protected status under state, local or federal law. This policy applies to all terms and conditions of employment, including but not limited to: hiring, job assignments, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. All employment decisions are made without reference to the individual characteristics mentioned above. Positions where such characteristics are a bona fide occupations qualification will be addressed on an individual basis. In addition, Wayne County provides reasonable accommodations to applicants or employees with disabilities so long as such accommodations do not pose an undue hardship on the County, as is required by the Americans with Disabilities Act and equivalent state laws.

II. POLICY PROVISIONS

1. Wayne County is committed to a policy of non-discriminatory practices and has a zero-tolerance policy regarding discrimination.
2. Discrimination of any employee on any of the above grounds is prohibited including improper interference with the ability of employees to perform their job duties.
3. All employees are responsible for their own conduct. Additionally, it is the responsibility of each supervisor to create and support an atmosphere free from illegal discrimination.
4. Complaint Procedure
 - a. Any employee who believes they have been subjected to discriminatory actions in violation of this policy, may file a complaint with a supervisor, your Department Director or Elected Official, or the Department of Personnel/Human Resources-

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Equal Employment Opportunity.

- b. Complaints will be promptly and thoroughly investigated. Confidentiality will be maintained to the extent possible, however disclosure of the complainant's identity may be necessary.
- c. The Discrimination-Harassment-Retaliation Complaint form is located Department of Personnel/Human Resources intra-net page [Wayne County and by clicking Complaint Form v7-2024 \(Fillable\).pdf](#).

The County will take affirmative steps to prevent discrimination from occurring and address all reported incidents in a timely manner. Where an investigation determines a complaint has merit, action will be taken to address the conduct and prevent its recurrence. Offending employees risk discipline up to and including termination and may be subject to civil liability. 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.

6. 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. Individuals found to have engaged in retaliatory conduct may be subject to discipline up to and including termination.
7. 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.

8. ENFORCEMENT

The Department of Personnel/Human Resources is responsible for the communication and training of this policy including its prohibitions. In addition to disciplinary action up to and including termination of employment, employees may also be subject to civil or criminal penalties.

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9. DISCLAIMERS

If this policy is in direct conflict with other internal or departmental policies, this policy will be considered the overriding policy unless otherwise directed by the Director of Personnel/Human Resources 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 these policies shall apply. This policy revision shall replace any previous policies published under the same title and/or number.

10. RELATED DOCUMENTS

- a. Anti-Discrimination Laws
- b. Harassment Policy
- c. Code of Conduct Policy
- d. EEO Policy
- e. Diversity in the Workforce Policy
- f. Collective Bargaining Agreements
- g. Wayne County Charter

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- h. Civil Service Commission Rules
- i. Ordinance – Ethics No. 2014-734
- j. Ordinance – Fraud No. 2012-364
- k. Wayne County Employee Handbook
- l. Wayne County Work Rules

11. REVISION HISTORY

ACTION	DATE	BY WHOM	REASON
Created	N/A		
Revised	04/30/2013	Tish King, Director P/HR	Revised
Revised	04/01/2018	Steve Mahlin, P/HR Director	Revised
Revised	11/12/2024	Donna Wilson, P/HR Director	Revised
Revised	01/26/2026	Donna Wilson, P/HR Director	Revised; EEO policy 4/1/2018 is rescinded