



<b>TITLE:</b> Discrimination and Harassment Free Workplace - Public		<b>PROCEDURE #:</b> 602-B
<b>DEPT:</b> Human Resources		<b>DIVISION:</b> Human Resources
<b>EFFECTIVE DATE:</b> 8/05	<b>REVIEWED:</b>	<b>REVISED:</b> 01/20

**OBJECTIVE:** To establish procedures for handling complaints of alleged discrimination in the provision of county programs or activities.

**REFERENCE:** Policy # 602

**POLICY STATEMENT:** It is the policy of Marion County to maintain a work environment which is free of harassment based on race, color, age, religion, sex, sexual orientation, disability, national origin, and any other protected status in accordance with applicable state and/or federal law. Discrimination or harassment will not be tolerated in the workplace, in the provision of county services to members of the public, in any work-related setting outside of the workplace, or when using county-owned equipment including vehicles and electronic devices.

**APPLICABILITY:** County customers and members of the public.

**PROCEDURES:**

1. Complaint and Investigation Process:

1.1. Complaints alleging discrimination by Marion County or its employees should be submitted to the Marion County Chief Human Resources Officer:

Email: [HumanResources@co.marion.or.us](mailto:HumanResources@co.marion.or.us)  
Mail: PO Box 14500, Salem OR 97309 or  
Phone: 503-589-3295

1.2. A complaint must be filed in writing and should briefly describe the alleged violation of the regulations.

- 1.2.1. The complaint must contain the name, address and telephone number of the person filing.
- 1.2.2. The written complaint must be filed within 10 days of the alleged violation.

1.3. The Chief Human Resources Officer or designee shall conduct the investigation, as may be appropriate, following the filing of a complaint.

1.4. These procedures contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

**SUBJECT: DISCRIMINATION and HARASSMENT FREE WORKPLACE**

- 1.5. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Chief Human Resources Officer and a copy forwarded to the complainant no later than 30 days after its filing.
- 1.6. The Chief Human Resources Officer shall maintain separate, confidential files and records for Marion County relating to the complaints filed.
- 1.7. If dissatisfied with the resolution, the complainant may request reconsideration of the case.
  - 2.7.1. Requests for reconsideration must be made to the Marion County Chief Administrative Officer.  
Chief Administrative Officer: Phone: (503)588-5212  
[commissioners@co.marion.or.us](mailto:commissioners@co.marion.or.us)
2. These procedures shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that Marion County complies with the law and implementing regulations.
3. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies. Questions or complaints may also be addressed to:  
Office for Civil Rights  
US Department of Health and Human Services  
2201 Sixth Avenue, M/S RX-11  
Seattle, WA 98121-1831  
(206) 615-2290 (voice) or (800) 537-7697 (TTY) or (800) 368-1019 (Toll Free)