

Memorandum



Date: March 1, 2012

To: All County Employees

Chandra Wallar

From: Chandra Wallar, County Executive Officer

Subject: Respect in the Workplace

The County of Santa Barbara is committed to creating and maintaining a positive and productive work environment for its employees, customers, and clients. Ensuring a respectful workplace enriches the County and allows us to execute our mission and values through a diverse workforce that provides valuable services to the community.

To this end, it is critical that each and every employee practice respect in the workplace by developing and maintaining professional, courteous, considerate, and cooperative relationships with colleagues throughout the organization as well as with customers, clients, and community members. A respectful workplace engenders teamwork, excellent customer service, and effective and efficient government. Therefore, consistently communicating and behaving in a respectful manner is a key performance expectation for each and every employee.

When individuals do not consistently operate in a respectful manner, not only does it inhibit productivity and the achievement of business objectives, it can also lead to unlawful discrimination, harassment, and/or retaliation, which is not tolerated. The following information is provided to inform all employees of the County's policies in this regard.

If you believe you have been harassed or discriminated against because of your race, color, ancestry, religion, sex, national origin, age, medical condition (i.e., genetic characteristics or cancer-related impairment), physical or mental disability, marital status, sexual orientation and/or have been subject to retaliation for engaging in legally-protected conduct, you should immediately report the incident or behavior to any of the following individuals:

- Your supervisor/manager
- A Human Resources manager
- Your Department Head
- The Equal Employment Opportunity (EEO) Manager

You are not required to file your complaint on a form; however, if you choose to do so, an EEO complaint form is available from the County EEO Office online at <http://www.countyofsb.org/eeo/doc/compform.pdf>. The EEO complaint form will help you organize your presentation of the incident or behavior.

What happens next?

Once you have filed your complaint, it will be evaluated to determine whether it is appropriate for an EEO investigation. If it is, an investigation plan will be developed which includes meeting with you and the alleged violating party to collect facts and develop information on your complaint and reviewing the circumstances under which the violation is alleged to have taken place. This process is designed to ensure a fair and thorough investigation, and to fulfill the County's responsibility for appropriately addressing such issues.

At the conclusion of the investigation, you and the associated department will be informed of the results of the investigation. If you choose to file your complaint on the EEO complaint form, a report will be submitted to the Civil Service Commission. If your complaint is substantiated, the County EEO Manager will work with your Department and Human Resources to correct the situation.

You may also wish to review two of the County's policies by visiting the links below:

- Non-Discrimination Policy - <http://www.countyofsb.org/eeo/nondiscr.html>
- Anti-Harassment Policy - <http://www.countyofsb.org/eeo/nonharass.html>

Again, the best way to safeguard against unlawful discrimination, harassment, and/or retaliation is for each and every employee to make a commitment to treat each individual you encounter with the utmost respect. I encourage each one of you to embrace this as a personal and organizational value!

If you have any questions about your rights and/or the complaint process, please contact the EEO Office at 568-2807 or visit the EEO Office website at www.countyofsb.org/eeo.