



# Commission Policy

Subject: Nondiscrimination and Equal Employment Opportunity	Index: 1-77.54
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Resolution: 93-063-3, 90-055-6(17)a-n, 02-136-7, 12-028-2; 20-171-11; <u>25-085-6</u>	Issued: 10/4/79
	Revised: <del>11/23/2020</del> <u>06/23/2025</u>
	Effective: <del>11/23/2020</del> <u>06/23/2025</u>

Policy Purpose: This policy outlines the District's commitment to the prohibition against discriminatory harassment and to equal employment opportunities.

## I. Prohibition against Discrimination and Harassment

The Milwaukee Metropolitan Sewerage District has a long-standing policy of offering fair and equal employment opportunity to every person without regard to age, race, color, creed, religion, disability, marital status, sex, sexual orientation, national origin, ancestry, citizenship status, arrest or conviction record, membership in the National Guard, Reserves or Regular Armed Forces, use of lawful products off District premises outside of working hours, or any other protected characteristic, as required by law. The District also seeks to provide a work environment that is free from harassment and intimidation based upon any protected characteristic, and specifically prohibits such harassment and intimidation.

Harassment and intimidation can arise from a broad range of physical or verbal behavior (by employees or by non-employees such as contractors or vendors). Such behavior shall be defined and enforced by the District's Human Resources Department

Any such conduct that adversely affects working conditions or creates a hostile, intimidating or offensive working environment is totally inappropriate in the workplace and shall not be tolerated. Ensuring that such conduct does not occur is a serious concern for the District. It also should be a serious concern for each employee. The occurrence of prohibited harassment impairs the quality of the work environment and undermines efficiency, to the detriment of all. Employees who engage in prohibited harassment or intimidation, ~~moreover, also potentially~~ may be held individually liable and subject to significant personal liability. All employees and management, therefore, should make every effort to ensure that such conduct does not occur.

The occurrence of prohibited harassment or intimidation against another employee will be treated as a serious offense. Any employee who engages in such harassment or intimidation is subject to discipline, up to and including discharge.

Any employee who believes he or she has been the subject of prohibited harassment, discrimination, or intimidation should report the matter immediately to a supervisor, manager, or the person designated to receive such complaints by the Human Resources Manager. All complaints will be



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investigated promptly and will be kept confidential by District investigatory personnel as required by law.

The District prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, the District determines that the employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave false information.

This policy reinforces the District's tradition of developing and maintaining a professional, efficient, and progressive organization comprised of people who respect and work effectively with one another. It is the responsibility of every employee to assist in upholding this tradition.

## II. District's Commitment to Equal Employment Opportunities

The Milwaukee Metropolitan Sewerage District is firmly committed to principles of equal employment opportunity. The District prohibits discrimination on the basis of age, race, color, creed, religion, disability, genetic information, marital status, sex, sexual orientation, national origin, ancestry, citizenship status, arrest or conviction record, membership in the National Guard, Reserves, or Regular Armed Forces, use of lawful products off District premises outside of working hours, or any other protected characteristic as required by law. This policy applies to all practices relating to recruitment, selection, placement, testing, training, evaluation, transfer, promotion, layoff and recall, compensation, employee benefits, recreational programs, and all other terms and conditions of employment.

## III. Equal Employment Opportunity Strategy and Reporting

The Commission will approve an equal employment opportunity strategy every three years as part of the District's Strategic Plan. Within its responsibilities, the Human Resources Department will: (1) ensure that employment practices, policies and procedures are analyzed to determine whether any of these create impermissible barriers to the achievement of equal employment opportunity; (2) develop and implement programs to enhance the achievement of and redress identified barriers to equal employment opportunity within the employment system; (3) conduct a workforce utilization analysis; and (4) provide annual workforce utilization analysis reports to the Executive Director.



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## III. Staff Expectations

All District employees must act to maintain a working environment which promotes equal employment opportunity and which is free from prohibited discrimination. Any employee who engages in discriminatory conduct is subject to discipline, up to and including discharge.

## IV. Reporting Violations

~~Any employee who believes that he or she has been the subject of prohibited discrimination should report the matter immediately to a supervisor, manager, or to the person designated to receive such complaints by the Human Resources Manager. Any such reports will be investigated promptly and will be kept confidential by District investigatory personnel as required by law.~~