



## ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: Non-Discrimination Policy  
Creation Date: August 8, 2011  
Revision Date: July 17, 2012; May 30, 2015  
Prepared By: HR Department  
Approved By: City Manager  
Legal Review: Elizabeth Ruhmann

### **POLICY: NON-DISCRIMINATION POLICY**

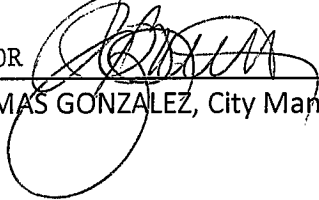
It is the policy of the City of El Paso (the "City") not to engage in discrimination against or harassment of any person employed or seeking employment with the City on the basis of race, gender, gender identity, sexual orientation, marital status, color, religion, ethnic background or national origin, age, disability, service in the uniformed services, or any other characteristic or status that is protected by federal, state or local law. This policy applies to all employment practices, including but not limited to, recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion and separation. This policy is intended to be consistent with the provisions of applicable state and federal laws, and City rules and policies.

Affirmative action in employment is required for women, racial and ethnic minorities, disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, and Armed Forces service medal veterans, and individuals with disabilities, in order to address under-representation in the workforce. The responsibility for the implementation of the City's Affirmative Action Plan (AAP) is assigned to the Human Resources Director who serves as the Equal Employment Opportunity Officer. Managers and supervisors are responsible for complying with the AAP and will be evaluated based on their effort to implement and assure Equal Employment Opportunity Program compliance.

City policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment.

City employees who believe they have been discriminated against based on any of the discriminatory factors listed above can exercise their right to raise their concerns by filing a complaint utilizing the City's Discrimination/Harassment Complaint Form.

APPROVED BY:

FOR   
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TOMAS GONZALEZ, City Manager

DATE: July 14, 2015