

**City of Amarillo  
Personnel Policies and Procedures**

Policy Title: Harassment and Discrimination Policy

Policy Number: 1100

Effective Date: September 1, 2021

Approved by: Jared Miller, City Manager  
Mitchell Normand, Director of Human Resources

**I. Purpose**

It is the policy of the City of Amarillo to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender, identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. The City of Amarillo prohibits any such discrimination or harassment.

**II. Scope**

This policy applies to all employees of the City of Amarillo, contractors, vendors, interns, volunteers, job applicants and to City sponsored activities and events, whether on City premises or not.

**III. Unlawful Activity**

It is unlawful and against City policy for City employees to discriminate and/or harass employees, citizens, contractors and vendors of the City based on age, gender, race, religion, ethnicity, national origin, veteran status, disability, or other protected trait. Employees have a duty to report harassment, discrimination, inappropriate conduct, conversation or behaviors to the supervisor, Department Head, Division Director or Director of Human Resources. Sexual harassment is defined as any unsolicited offensive behavior that:

1. makes submission to the behavior an explicit or implicit term or condition of employment;
2. submission to or rejection of the behavior is used as the basis for an employment decision;
3. or the behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

**IV. Procedures**

1. Any employee who believes he/she has been the subject of unlawful harassment or discrimination should immediately report the alleged act to his/her Supervisor, Department Head, or Division Director and the Director of Human Resources without fear of reprisal.
2. The complaint may be either oral or written. However, oral reports of harassment or discrimination must be reduced to writing either by the complainant or the Director of Human Resources and must be signed by the complainant. Complainants have a duty to cooperate with the investigation.

3. Upon receipt of the complaint, the Director of Human Resources will immediately conduct an investigation of the allegation(s). Complaints and investigations will be held discreetly, but confidentiality is not assured due to the rights of the accused and other laws. Any employee found, after appropriate investigation, to have unlawfully harassed or discriminated against another employee will be subject to prompt disciplinary action.
4. The City recognizes that investigations require factual determinations based on all facts. Given the nature of harassment and discrimination, the City also recognizes that false accusations can have serious effects on innocent women and men. The false reporting of a claim or complaint may result in disciplinary action up to and including termination.

**V.**

**Exceptions**

The City Manager reserves the right to modify or override this policy at any time or as legislation changes.