



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Human Resources Standards of Practice

| | |
|---|---|
| Standards of Practice: Section 2.02 | Issue Date: 5/6/2025 New ____ Revised <u>X</u> Supersedes Policy Dated: |
| Title: Equal Opportunity and Inclusion | Approved By Effingham County Board of Commissioners |

2.02 – Equal Opportunity and Inclusion

A. PURPOSE

This policy reaffirms the Effingham County Board of Commissioners' commitment to fostering, cultivating, and preserving an equal opportunity and inclusive culture. We aim to provide uniform standards for employment conduct and support all relevant legislation regarding equal opportunity and fair employment practices.

B. STANDARD

The equal opportunity and inclusion initiatives of the Effingham County Board of Commissioners apply to our practices and policies on recruitment and selection, compensation and benefits, professional development and training, promotions, transfers, social and recreational programs, layoffs, terminations, and the ongoing development of a work environment that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation permit representation of all groups and employee perspectives.
- Contributions to the communities we serve to promote a greater understanding and respect for diversity and equality.

The county's policy is to provide equal employment opportunities for all persons and to prohibit discrimination in employment because of race, religion, sex, age, national origin, disability, veteran status, or marital status, genetic information, or any other characteristic protected by applicable federal, state, or local law.

C. SCOPE

This policy extends to every aspect of the employment function, including recruiting, hiring, selection for training, compensation, job classification, assignment, working



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Human Resources Standards of Practice

| | |
|--|---|
| Standards of Practice Section 2.02 | Title: Equal Opportunity and Inclusion |
|--|---|

conditions, promotion, transfer, layoff, or termination, and all other terms, conditions, and privileges of employment.

D. CODE OF CONDUCT

All employees are expected to:

- Treat others with dignity and respect at all times.
- Avoid language that may be offensive or exclusionary.
- Address and report inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive, or unwelcome.
- Support flexible work arrangements for coworkers with different needs, abilities, and obligations.
- Foster teamwork and employee participation, encouraging the representation of diverse perspectives.
- Confront behaviors or decisions influenced by conscious or unconscious bias.
- Listen openly when receiving constructive feedback regarding conduct.

E. REPORTING AND ENFORCEMENT

Employees are encouraged to report incidents or concerns that violate this policy to their supervisor, the Human Resources Department, or the County Manager. Retaliation against individuals who file a complaint, participate in an investigation, or oppose unlawful practices is strictly prohibited and may result in disciplinary action.

Violations of this policy may result in corrective action up to and including termination of employment. Corrective actions may include training, coaching, verbal or written warnings, suspension, or other appropriate responses based on the severity of the offense.

F. ADMINISTRATION

All department heads and employees are required to comply with this policy. Hiring and employment decisions will be based on an objective analysis of demonstrated ability, related experience, education, and training, and on how well candidates align with the County's operational goals and values.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Human Resources Standards of Practice

| | |
|--|---|
| Standards of Practice Section 2.02 | Title: Equal Opportunity and Inclusion |
|--|---|

All employees must complete annual training to enhance understanding and promote a respectful and inclusive work environment.

G. PERIODIC REVIEW

The Human Resources Department shall review this policy annually to ensure compliance with applicable laws and incorporate best practices. Employee feedback may be solicited through surveys and focus groups to identify areas for improvement.

DRAFT