



Luke A. Bronin  
Mayor

**POLICY NO:** 001  
**DATE:** February 22, 2019  
**DISTRIBUTION:** Affected Personnel  
**SUBJECT:** Affirmative Action and Equal Opportunity

**I. PURPOSE:**

The City of Hartford is an equal opportunity employer. The purpose of this policy is to ensure equal opportunities in all aspects of employment within the City of Hartford in accordance with federal, state and local laws.

**II. RESPONSIBILITY:**

The Mayor is the issuing authority for this policy. The Department of Human Resources is responsible for ensuring departmental compliance with this policy. It shall be the responsibility of all City personnel to comply with these provisions.

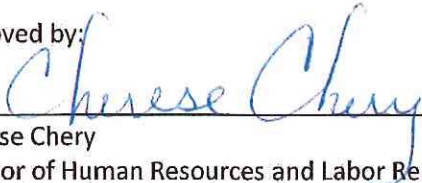
**III. POLICY:**

The City of Hartford strictly prohibits and does not tolerate discrimination against employees and applicants. The City is committed to maintaining a workplace in which all terms, conditions, privileges and benefits are administered in an equitable manner. It is the policy of the City of Hartford to uniformly apply criteria for recruitment, selection, assignment, evaluation, compensation, promotion, discipline and other personnel actions without regard to race, color, sex, including pregnancy, gender identity or expression, sexual orientation, religion, national origin, age, ancestry, disability (mental, intellectual, learning or physical), citizenship status, marital status, genetic information and all other protected categories.


All employees are encouraged to report, and department supervisors and managers are required to report, conduct that they believe constitutes discriminatory conduct in violation of this policy. Retaliation against an employee for reporting such incidents is prohibited. Please contact the Department of Human Resources with any questions, concerns, complaints or requests for additional information.

*\*The City of Hartford's complaint procedure is attached.*

Approved by:

  
Cherese Chery  
Director of Human Resources and Labor Relations

2/22/19  
Date

  
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## CITY OF HARTFORD COMPLAINT PROCEDURE

The City of Hartford takes all complaints of discrimination, harassment, and sexual harassment seriously.

This procedure provides guidelines for individuals who feel that their rights as protected by the City's policies have been violated; including, but not limited to: 001 Affirmative Action and Equal Opportunity; 002 American with Disabilities Act, Discrimination; 003 Discrimination Prohibited on the Basis of Physical and/or Mental Disability; 005 Anti-Harassment and 006 Sexual Harassment.

The utilization of this procedure does not limit, alter, supersede, amend or negate the exercise of an individual's rights in accordance with state and/or federal law—including an employee's right to file a complaint with the Commission on Human Rights and Opportunities ([ct.gov/chro](http://ct.gov/chro)) and/or the federal Equal Employment Opportunity Commission ([eeoc.gov](http://eeoc.gov))—or with respect to any applicable collective bargaining agreement.

### **I. REPORTING AND FILING COMPLAINTS**

Any employee who believes that he or she has been subjected to conduct that is unlawful and/or in violation of City policy is encouraged to report it, and any employee who has witnessed said conduct is required to report it, to one of the following: any Department Head, any Deputy Department Head, the Chief Operating Officer, or either of the following Human Resources designees: Faith Palmer, Senior Human Resources Analyst at 860-757-9813, or Ruben Acosta, Principal Human Resources Analyst at 860-757-9812. The City will evaluate whether any immediate remedial actions may be appropriate to ensure the safety of employees during the pendency of an investigation.

All supervisors and managers are required to report any conduct that they become aware of that may violate the listed City policies, including complaints received, to the Director of Human Resources and Labor Relations. In the event the complaint is against the Director of Human Resources and Labor Relations, the referring supervisor or manager shall direct the complaint to the Chief Operating Officer. **Supervisors and managers who fail to report or knowingly allow harassing or discriminatory conduct to continue will be subject to appropriate disciplinary action.**

Complaints may be brought orally or in writing. While filing a written complaint is not required, an employee may submit a letter or other document that describes his or her complaint, including the names of all relevant parties and a detailed explanation giving rise to the events. Supervisors and managers who receive an oral complaint must promptly summarize the allegations in writing and forward that document to the Director of Human Resources, or Chief Operating Officer when applicable.

Complaints may be filed at any time. However, the prompt filing of complaints ensures that any improper conduct can be more quickly and effectively remedied.



## II. INVESTIGATION

All complaints shall be accepted by the Director of Human Resources and Labor Relations, or the Chief Operating Officer when applicable, and referred to an independent third-party for formal investigation. Investigations into any claimed violation of a listed City policy will be promptly conducted and completed.

Every thirty (30) days during the pendency of the investigation, the investigator will communicate with the Complainant regarding the status of the investigation.

Except as otherwise provided by law or required by circumstance, all practicable confidentiality will be afforded to all discrimination or harassment complaint records.

## III. HUMAN RESOURCES ACTION

At the completion of each investigation, the investigator will report the outcome of the investigation to the Director of Human Resources and Labor Relations. The Director of Human Resources and Labor Relations will review the report and supporting documentation in order to determine whether to approve and adopt the findings of the investigator.

The Director of Human Resources and Labor Relations will issue letters of determination to the parties, notifying them whether the allegations were substantiated. If a violation of the City's policy is found to have occurred, the Human Resources Department and/or the applicable department head shall determine the appropriate corrective measures and remedy the violation.

**Appropriate disciplinary action, up to and including termination from employment, will be taken against any employee who is found to have violated any of the listed City policies.**

## IV. PROHIBITION AGAINST RETALIATION

Retaliation against any employee who reports, files a complaint, or assists in the investigation of a complaint is prohibited. Furthermore, retaliation against any employee who opposes conduct he or she reasonably believes to be unlawful and/or a violation of listed City policies also is prohibited. A charge of retaliation may be raised at any stage of the investigation or may form the basis of a new complaint.

Please contact the City's Department of Human Resources and Labor Relations at 860-757-9800 with any questions or assistance in the complaint procedure.