

A. Equal Employment Opportunity Policy and Procedures

It is the policy of SWDA (hereinafter referred to as “Authority”), to provide equal employment opportunities to all individuals without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, age, physical or mental disability, genetic information, veteran or uniformed service-member status, or any category protected by federal, state, or local law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, leaves of absence, layoff, recall, reduction of workforce and termination, rates of pay or other forms of compensation, benefits, disciplinary or corrective actions, selection for training, the use of facilities, and participation in all Authority-sponsored employee activities. Provisions in applicable law providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

The SWDA hereby establishes and reaffirms its commitment to a clearly defined Equal Employment Opportunity Program (EEO) as set forth by the following guidelines:

1. The Authority will promote the growth and sustainability of the organization by creating a harassment-free and discrimination-free environment that furthers the optimum utilization of available talent. The Authority will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual’s physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law unless doing so would impose an undue hardship upon the Authority or its customers.
2. The Authority is committed to creating a workplace free from the unlawful harassment, including but not limited to sexual harassment, of employees by other employees and officials, or the unlawful harassment of its officials and employees by its vendors or visitors. Likewise, the Authority will not accept the unlawful harassment of a vendor or visitors by any employee of the Authority. This policy includes harassment because of race, sex, religious creed, color, national origin, ancestry, disability or medical condition, age, or any other basis protected under Title VII.
3. The Authority encourages employees to address harassment, including sexual harassment, or discrimination directly when it occurs. Any incident of harassment or discrimination shall be reported immediately to the employee’s manager or the Human Resources Director.
4. If an employee or applicant feels he/she has been a victim of harassment or discrimination, the employee shall file a written complaint. Complaints by employees should be addressed to the employee’s manager or the Human Resources Director. Complaints by applicants shall be filed directly with the Human Resources Director.
5. The complaint should contain the following:
 - a. Date(s), time(s), and location(s) of the incident(s) that took place;
 - b. Description of each incident, including a statement as to any physical contact made and as to what was said and/or done;
 - c. Name(s) of witnesses, if any; and
 - d. The names of anyone with whom incident/incidences have been discussed.

A record of the complaint and findings will become a part of the complaint investigation records and the file will be maintained separately from your personnel file.

4. All complaints for discrimination, harassment, including sexual harassment, will be investigated by the Human Resources Director or their designee and the results of the investigation will be reported to the complaining party. Investigation of a discrimination, harassment or sexual harassment complaint may include, but is not limited to, interviewing the complaining and accused parties as well as other employees and/or vendors necessary to obtain sufficient information upon which to make an assessment of the situation. While the Authority will make every effort to be sensitive to privacy issues, there is no guarantee of confidentiality. Retaliation and/or discrimination against an employee who complains of discrimination or harassment are strictly prohibited and also may be a violation of federal law.

5. The Human Resources Director is principally responsible for investigating discrimination, harassment and sexual harassment complaints, and when appropriate, may explore informal means to resolve these complaints. Informal dispute resolution procedures may include, but are not limited to, counseling the alleged violator or serving as a mediator between the two parties. When the matter cannot be resolved informally, the Human Resources Director or their designee may prepare a written report of the investigation and a recommendation. Recommendations can include discipline for the violator as well as the restoration of any employment terms, conditions, or opportunities the complainant lost or was denied because of the discrimination and/or harassment.

6. Any employee who is found to have engaged in any form of discrimination or harassment of another employee will be subject to appropriate disciplinary action, up to and including termination.

7. If any form of discrimination or harassment persists or re-occurs, the employee has the responsibility to report the occurrence or re-occurrence to their manager or the Human Resources Director as soon as possible. If an employee is not satisfied with the results or action(s) taken as a result of his/her initial complaint, then the employee must report his/her complaint to the Chief Executive Officer.

8. Any questions or concerns employees or prospective employees may have regarding the Authority's equal opportunity policy or any possible or alleged discrimination, harassment, including sexual harassment in the workplace should bring these issues to the attention of the Human Resources Director or Chief Executive Officer. Employees may raise legitimate concerns and make good faith reports without fear of reprisal. An investigation will be conducted following any report of any such violation.