

# **Equal Employment Opportunity/Affirmative Action/ ADA Policy Statement**

It is the official policy of Polk County to provide equal employment opportunity for all employees and applicants and equal access to programs/services for members of the public (program beneficiaries). This policy shall be in accordance with all applicable Equal Employment Opportunity/Affirmative Action statutes, directives and regulations of the federal government, State of Iowa and Polk County Board of Supervisors, including: the Equal Pay Act of 1963, as amended; Title VI and Title VII of the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; Title I and Title II of the Americans with Disabilities Act of 1990, as amended; the Genetic Information Nondiscrimination Act (GINA) of 2008; the Vietnam Era Readjustment Assistance Act of 1974, as amended; Presidential Executive Order 11246 of 1965, as amended; the Iowa Civil Rights Act; Iowa Code Chapter 216; and other applicable sections of the State of Iowa Codes, and Polk County policies.

Polk County shall not discriminate against or harass any employee or applicant for employment because of race, color, religion, creed, sex, sexual orientation, gender identity, age, national origin, genetic information, disability, or veteran or military status. Polk County shall take all actions necessary to ensure that the county's employment practices and other personnel actions are administered in an equitable and impartial manner. This includes, but is not limited to: terms and conditions of employment, advertising, recruitment, examinations, selection, promotions, demotions, transfers, classification decisions, layoffs, disciplinary action, termination, rates of pay and/or other forms of compensation, benefits, and selection for training.

Polk County will provide programs and facilities which are accessible to people with disabilities and administer its programs/services in a manner that does not discriminate against any person because of race, color, religion, creed, sex, sexual orientation, gender identity, age, national origin, genetic information, disability, or veteran or military status. Any person, who feels they have been excluded from participation in, denied the benefits of or be otherwise subjected to discrimination under any program or activity has the right to file a Title VI complaint.

Polk County shall commit the necessary time and resources, both financial and human, to achieve the goals of EO/AA expressed in the EO/AA plan. This shall include the evaluation of the performance of its management and supervisory personnel on the basis of their support in achieving EO/AA objectives as well as other established criteria. Any employees of this County who do not comply with the EO/AA policies and procedures as set forth in this statement and plan shall be subject to disciplinary action.

Polk County fully supports incorporation of non-discrimination and EEO/AA regulations into all contracts and taking steps to ensure subcontractors comply with all applicable EEO/AA statutes, directives and regulations of the federal government and State of Iowa codes.

The County Board Chair and ADA Coordinators (employment) and (program and service accessibility) will receive and review reports on the progress of the program. This will include monitoring all EO/AA activities and reporting the effectiveness of the County's EO/AA program.

Employees, applicants, and program beneficiaries who believe they have been discriminated against or who wish to file a complaint can do so by contacting the Labor Relations Manager/ADA Coordinator for employment at (515) 286-3200, or the Risk Manager/ADA Coordinator for program and service accessibility at (515) 286-3200, or by writing to the Affirmative Action Program, Suite 390, Polk County Administration Building, 111 Court Avenue, Des Moines, Iowa 50309, without fear of reprisals.

Contact: Human Resources  
(515) 286-3200

Revised: 10/16/2012