

Date: December 9, 2022  
To: Citywide Supervisors and Above  
From: Aaron Donato, Labor Relations Manager  
CC: PAR Contacts

**Regarding: EEO Policy Violation Reporting Requirements**

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**Summary of Issue**

Over the last few weeks, the EEO Office has received at least three (3) allegations of EEO policy violations that were, although known to the supervisor or manager, not reported until several days or even weeks after the alleged violation took place.

Pursuant to the City's EEO Policy, supervisors, managers, and department heads are required to (emphasis added):

**“Notify Human Resources in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation as soon as possible and no later than the next business day.”**

**What is Harassment?**

Harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based on that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

**Our Responsibility as Employees and as an Employer**

Providing a workplace free from discrimination, harassment, or retaliation requires all of us to do our part. For all city employees this means not engaging in these behaviors. For supervisors, managers, and department heads, this also means reporting allegations of EEO policy violations to Human Resources immediately, or by the next business day.

**Supervisor and Management Expectations**

Compliance with the City's EEO policy is a key element to providing our workforce with a safe and productive work environment.

If you see something, say something – and you must say something within 24 hours of it occurring.