CITY OF MINNEAPOLIS
ANTI-DISCRIMINATION, HARASSMENT, AND RETALIATION POLICY
(Link to Procedures)

Applies to: All departments and employees under the Mayor and City Council.

Synopsis: Establishes policy, roles, and responsibilities with regard to the City of Minneapolis' policy prohibiting discrimination, harassment, or retaliation based upon race, color, creed, religion, ancestry, national origin, gender (including pregnancy), sexual orientation (including gender identity), disability, marital status, familial status, status with regard to public assistance, veteran's status (including Vietnam Era Veteran status), genetic information and age.

Council Approval Date: November 16, 2012 **Effective Date:** November 16, 2012

Last Updated: November 16, 2012

Administering Department: Human Resources

Contact: Interim Director of Human Resources **Phone:** 612.673.3341

POLICY STATEMENT

It is the policy of the City of Minneapolis to comply with federal, state and local laws that prohibit harassment (including sexual harassment) and discrimination in the workplace that is based on protected class status, which includes race, color, creed, religion, ancestry, national origin, gender (including pregnancy), sexual orientation (including gender identity), disability, marital status, familial status, status with regard to public assistance, veteran's status (including Vietnam Era Veteran status), genetic information and age except in those instances where there is a bona fide occupational qualification reasonably necessary to the normal operation of that particular business or enterprise. Such discrimination or harassment is prohibited in all aspects of employment including but not limited to recruitment, testing, hiring, transfers, assignments, promotions, discipline, termination, or any other area of employment. Retaliation due to reporting or participating in investigations conducted in accordance with this policy is prohibited. The scope of this policy extends to employees refraining from discriminating against or harassing vendors or third parties (such as clients or customers) doing business with the City of Minneapolis. Investigations resulting in a finding that an employee's conduct violated this policy will result in appropriate action and may result in discipline, up to and including suspension or discharge from employment.

Acts of discrimination, harassment, and retaliation may violate the Minneapolis Civil Rights Ordinance, the City of Minneapolis Ethics in Government Ordinance, the Minnesota Human Rights Act, the Genetic Information Nondiscrimination Act of 2008, or Title VII of the Civil Rights Act of 1964, as amended. Discrimination based on disability may violate the Americans with Disabilities Act of 1992, the Americans with Disabilities Amendments Act of 2008, the Minnesota Human Rights Act, or the Minneapolis Civil Rights Ordinance.

The Human Resources Director is directed to develop and maintain procedures to implement and support this policy.

ROLES AND RESPONSIBILITIES

Role	Responsibility
Employees	1. Comply with all aspects of the City of Minneapolis Anti-Discrimination, Harassment, and Retaliation Policy and procedures, including attending Policy training every three years. 2. An employee who has knowledge of, or believes that discrimination, harassment, or retaliation has occurred or is occurring, even if they are not the target of the discrimination, harassment and/or retaliation is responsible for reporting it.
Human Resources Director	1. Establish, manage, and modify procedures necessary to carry out and comply with the City of Minneapolis Anti-Discrimination, Harassment, and Retaliation Policy in accordance with applicable laws, City ordinances, policies, and rules. 2. Work with the Human Resources Investigative Unit to follow through with any complaints or investigations initiated under this policy.
Department Heads	1. Comply with the City of Minneapolis Anti-Discrimination, Harassment, and Retaliation Policy and procedures. 2. Create an atmosphere free of discrimination, harassment (including sexual harassment), and retaliation. 3. Take necessary action when a complaint has been received.
Department Leadership[1]	1. Comply with all aspects of the City of Minneapolis Anti-Discrimination, Harassment, and Retaliation Policy and procedures. 2. Create an atmosphere free of discrimination, harassment (including sexual harassment), and retaliation. 3. Report complaints promptly to the appropriate Department Head or to an employee of the Human Resources Department.

[1] For purposes of this Policy, Department Leadership refers to a single department and includes, but is not limited to, the Department Head, Assistant or Deputy Director, Division Directors, managers, supervisors, etc. In the Police Department, Department Leadership includes, but is not limited to, sworn employees at the rank of Police Sergeant or higher and in the Fire Department sworn employees at the rank of Fire Captain or higher. This definition also includes anyone directing the work of others.