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|  | CITY OF DECATUR PERSONNEL POLICY | | |
| Chapter 05 | Conduct | | |
| Section 08 | Official Complaints | | |
| Revised By: | Nate Mara, City Manager | Revised Date: | December 08, 2025 |
| Approved By: | Nate Mara, City Manager | Effective Date: | January 1, 2026 |

05.08 - Official Complaints

The City is committed to a workplace environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment, to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. Therefore, the City expects that all interactions in the workplace will be business-like and free of bias, prejudice, and harassment.

A. The City has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination, and retaliation. The City will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has questions or concerns about these policies should talk with their supervisor, the Director of Human Resources, or their Department Director.

1. These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristics, from participating in business or work-related social activities or discussions.
2. State and federal law and City policies prohibit disparate treatment on the basis of sex or any other legally protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment.
3. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.
4. Any employee found in violation of the City's equal employment opportunity, anti-harassment, and/or violence protection policies will be subject to disciplinary action up to and including termination of employment.

5. This policy covers all employees, as well as vendors, City residents, and/or others who enter our workplace as well.

B. Complaint Procedure. The City provides its employees with several methods for reporting incidents of discrimination or harassment, including sexual harassment. See also Harassment Policy.

1. Any employee who feels that they have been or are being harassed, or discriminated against, is encouraged to immediately inform the alleged harasser that the behavior is unwelcome. In most instances, the person is unaware that their conduct is offensive and when so advised can easily and willingly correct the conduct so that it does not reoccur.
2. If the informal discussion with the alleged harasser is unsuccessful in remedying the problem, or if such an approach is not possible, the employee should immediately report the complained-of conduct to their immediate supervisor, manager, or if preferable, to Human Resources.
3. Employees may also report such conduct to the City Manager. The report should include all facts available to the employee regarding the harassment.
4. The City encourages the prompt reporting of complaints or concerns so that prompt, remedial action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

C. Confidentiality. All reports of harassment will be treated seriously. However, absolute confidentiality is not promised, nor can it be assured. The City will conduct an investigation of any complaint which will require limited disclosure of pertinent information to certain parties, including the alleged harasser.