

| Description: | EQUAL EMPLOYMENT OPPORTUNITY POLICY | | Policy Number: |
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|  <p data-bbox="505 317 850 422" style="text-align: center;">WINNEBAGO COUNTY</p> | Revision Date: | 10/06/11 | |
| | Issue Date: | 10/06/11 | |
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I. POLICY

Winnebago County believes in providing equal employment opportunities for all employees regardless of race, color, religion, gender, sexual orientation, national origin, age, military status, status upon discharge from military service, marital status, genetic information, disability or other illegal basis provided the individual possesses the skills, knowledge and abilities required to perform the essential functions of the job with or without reasonable accommodation.

II. SCOPE

This policy applies to all employees throughout the organization and all individuals who may have contact with any employee of this organization. It governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

III. PROCEDURE

Affirmative Action Plans for minorities, females, veterans and disabled employees have been developed to ensure compliance with Affirmative Action laws and regulations. These Plans are located in the Human Resources Department and are available for review during normal working hours. Employees covered by these plans are encouraged to avail themselves of the plans' benefits and programs. A periodic review and evaluation of all employment procedures will be conducted to ensure Winnebago County's commitment to Equal Employment Opportunity. The Manager of the Human Resources Department is the Equal Employment Opportunity Coordinator and is responsible for the implementation, administration and continued development of all phases of equal employment activities. Any questions concerning interpretation of the laws, this Equal Employment Opportunity Policy or discrimination complaints should be directed to the Manager of the Human Resources Department.

IV. PROHIBITED CONDUCT

In keeping with that commitment, Winnebago County prohibits discrimination and/or harassment that is sexual, racial, or religious in nature or is related to anyone's gender, national origin, age, sexual orientation, disability, military status, status upon discharge from military service, marital status, genetic information, or is perceived as creating a hostile working environment. Illegal discrimination is prohibited in recruitment, compensation, benefits, training, promotion, retention, discipline, educational opportunities and recreational

"It is our mission to provide high quality services and promote a safe community for all people in Winnebago County".

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activities. Discrimination and/or harassment in any form constitute misconduct that undermines the integrity of the employment relationship and is prohibited by this policy. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment with Winnebago County.