

**TO: ALL EMPLOYEES**

**FROM: VIRGIL L. STRICKLER, GENERAL MANAGER**

**DATE: JULY 1, 2018**

**SUBJECT: ANTI-DISCRIMINATION, HARASSMENT AND RETALIATION, AND REPORTING POLICY**

The purpose of this policy is to emphasize that discrimination, discriminatory harassment, and retaliation will not be tolerated in the workplace and to establish procedures for employees to report claims of discrimination, discriminatory harassment, and/or retaliation.

It is the policy of the Ohio Expositions Commission (OEC) to maintain a working environment free from discrimination, discriminatory harassment, and retaliation. Further, it is the policy of the OEC to prohibit discrimination, discriminatory harassment, and retaliation of applicants and employees due to race, color, religion, gender, national origin (ancestry), military status (past, present, or future), disability, age (40 years of age or older), genetic information, and/or sexual orientation in making certain employment-related decisions including, but not limited to hiring, layoff, transfer, promotion, rate of compensation, eligibility for in-service training programs, and/or about terms and conditions of employment. Moreover, OEC may not retaliate against anyone who exercises a protected right under equal employment opportunity (EEO) laws including making a complaint or participating in an investigation.

Any employee or applicant for employment who believes that they are a victim of discrimination, discriminatory harassment, or retaliation based on race, color, religion, gender, national origin (ancestry), military status (past, present or future), disability, age (40 years of age or older), genetic information, and/or sexual orientation should report the incident(s) to: 1) the employee's supervisor; 2) the agency Equal Employment Opportunity (EEO) officer and/or human resources manager; 3) the Department of Administrative Services, Equal Opportunity Division (DAS-EOD); 4) the Ohio Civil Rights Commission (OCRC); and/or 5) the Equal Employment Opportunity Commission (EEOC).

Any employee who believes that they have been subject to harassment is encouraged to inform the potential harasser that their conduct is unwelcome, directly or indirectly, and as soon as practical and safe. It is everyone's responsibility to maintain a workplace free from harassment, and to speak up if harassment is occurring. The aggrieved individual should then report such incident(s) to: 1) the employer's supervisor, 2) the agency EEO officer and/or human resources manager, 3) DAS-EOD, and/or 5) the EEOC.

A manager or supervisor who receives a report of discrimination, discriminatory harassment, or retaliation, must immediately report the complaint to the Agency EEO Officer. While the report cannot be kept strictly confidential, the information reported shall only be communicated as necessary to investigate and take appropriate action.

Employees shall assist in the Agency's effort to achieve equal employment opportunity and to maintain a harassment and discrimination free environment. Any employee who receives a complaint of harassment or discrimination must immediately report the complaint to the Agency EEO Officer.

The Agency EEO Officer will conduct a prompt, thorough, and objective investigation, including interviews of witnesses and formal written reports or findings. While the information obtained cannot be kept strictly confidential, the information reported shall only be communicated as necessary to investigate and take appropriate action.

The Agency will promote equal employment opportunity and maintain a harassment and discrimination free environment. The Agency has adopted internal policies and procedures for reporting and resolving claims of EEO violations.

An employee or applicant for state employment who believes they have experienced harassment, discrimination, or discriminatory retaliation may report the incident to one or all of the following:

- *Ohio Department of Administrative Services, Equal Opportunity Division (DAS-EOD)*: Filing with EOD can be done through the Agency EEO Officer or directly by calling (614) 466-8380 or visiting [www.das.ohio.gov/Divisions/Equal Opportunity](http://www.das.ohio.gov/Divisions/Equal_Opportunity). This filing must occur no later than thirty (30) days from the date of the last alleged discriminatory incident.
- *Ohio Civil Rights Commission (OCRC)*: Filing with OCRC can be done by calling (614) 466-7742, by visiting [www.crc.ohio.gov](http://www.crc.ohio.gov), or by mail to: 30 E. Broad Street, Fifth Floor, Columbus, Ohio 43215 or a regional office. This filing must occur no later than six (6) months from the date of the last alleged discriminatory incident.
- *Federal Equal Employment Opportunity Commission (EEOC)*: Filing with the EEOC can be done by calling (800) 669-4000, visiting [www.eeoc.gov](http://www.eeoc.gov), or by mail to 1240 E. 9<sup>th</sup> Street, Suite 3001, Cleveland, Ohio 44199. This filing must occur no later than three hundred (300) days from the date of the last alleged discriminatory incident.

Discrimination, discriminatory harassment, and retaliation will not be tolerated. Such conduct is subject to discipline, up to and including termination. Supervisory employees are advised that they may be subject to personal liability for acts of discrimination, discriminatory harassment, and/or retaliation and may be responsible for providing their own legal defense.

This policy supports the objectives and practices of the State of Ohio and is in conjunction with applicable Federal and State laws and regulations. This policy will be disseminated to all employees annually and will be included in employee orientation materials.

Any employment or applicant for employment with the Ohio Expositions Commission who believes she/he has been a victim of discrimination, discriminatory harassment and/or retaliation, or who has questions concerning this policy should contact:

Susan W. Weyrick  
EEO and Diversity Manager  
Ohio Expositions Commission  
717 East 17<sup>th</sup> Avenue  
Columbus, Ohio 43211  
Telephone (614) 466-6520