

ACKNOWLEDGMENT OF RECEIPT
OF
EQUAL EMPLOYMENT OPPORTUNITY POLICY
ADMINISTRATIVE DIRECTIVE NO. 313

I have received a copy of the City of Hamilton’s Equal Employment Opportunity Policy and understand that discrimination, on the basis of race, color, religion, national origin, sex (including sexual harassment), age, disability, genetic information, military status, veteran status, ancestry, sexual orientation, or any other non-job-related characteristic protected by law in the workplace is illegal and against City policy. I understand it is my responsibility to read and comply with this policy. Any violation of this policy **will not be tolerated** and will result in disciplinary action, up to and including dismissal.

I understand that if I am being discriminated against or receive knowledge of discrimination that I should report the discrimination for investigation as set forth in this Directive. I understand that I am responsible for reporting any discrimination claims to either my non-involved immediate supervisor, to a Department Director, Chief, Law Director, or a staff member in the Civil Service and Personnel Department, Human Resources Department, or City Manager’s Office as I choose.

Retaliation against employees who report discrimination claims and those who assist in an investigation will not be tolerated.

Employee Printed Name: _____ Date: _____

Employee Signature: _____