

**SANDUSKY COUNTY  
PERSONNEL POLICY AND PROCEDURE MANUAL**

**DISCRIMINATORY HARASSMENT  
COMPLAINT PROCEDURE**

**SECTION 5.14.1  
PAGE 1 OF 1**

- A. Any employee who believes that he/she has been the subject of harassment, and/or any employee who has witnessed an incident, or incidents of such harassment, should report the matter(s) to the proper authority immediately.
- B. Reporting Procedure:
1. Any employee who believes that he/she has been the subject of or witness to discrimination, including harassment, should immediately report the alleged act(s) to his/her immediate supervisor.
  2. If the immediate supervisor is the subject of the complaint, the employee should report to the next department head in the facility's table of organization.
  3. The employee should report the complaint to the Appointing Authority if all lower positions in the chain of command are implicated in the complaint. Should the Appointing Authority be the subject of the complaint, the employee should report the matter to the Prosecutor.
  4. The employee alleging harassment shall complete the EEO Complaint Form provided for that purpose. The employee should provide:
    - a. The employee's name;
    - b. The name of the subject of the complaint;
    - c. The act(s) complained of;
    - d. The date(s) of the act(s);
    - e. Any witnesses to the alleged acts; and
    - f. The remedy the employee is seeking.
  5. If the employee alleging harassment is unwilling to complete the complaint, the matter should be addressed under the "duty to report" section and the form completed by the person to whom the verbal complaint was made.
  6. After the EEO Complaint form has been completed, the complaint will promptly be investigated by the Appointing Authority or designee, or other authorities as stated in this section. This form should be completed by the employer as soon as possible, and no later than two (2) working days after the date the alleged harassment occurred and/or was reported.
  7. If the investigation reveals that the complaint is valid, prompt action will be taken to end the harassment immediately.