



# City of Akron, Ohio

Shammas Malik, Mayor

## EXECUTIVE ORDER #2-2024

A principal responsibility of the City of Akron is to prevent and remedy discrimination in the workplace and to provide a workplace that fosters and advances the well-being and a sense of belonging of all City employees. Discrimination in employment is inconsistent with that purpose and with the social and economic objectives of our beloved Akron community and society at-large.

The following policies reflect the commitment to equal employment opportunity, to the intolerance of all forms of harassment, discrimination, and retaliation in the City of Akron. These policies apply to, and must be an integral part of, every aspect of personnel policy and practice in the employment, development, advancement, and treatment of employees in City government.

The purpose of the City of Akron's equal employment opportunity policy is to ensure the workplace is free from any and all forms of unlawful employment discrimination and uphold individual dignity.

It is the policy of the City of Akron to provide equal opportunity in City employment for all persons, to prohibit discrimination in employment for all persons, to prohibit discrimination in employment because of age, race, color, creed, religion, pregnancy, parental status, national origin, ancestry, disability, marital status, familial status, sex, gender identity or expression, sexual orientation, military status or any other legally protected group status, and to promote the full realization of equal employment opportunity.

To honor this commitment, the City will not tolerate discrimination or harassment of any kind towards City employees or applicants by anyone, including any supervisor, co-worker, vendor, volunteer, client, or customer of the City.

Harassment is unwelcome conduct, whether verbal, physical, or visual, that is based upon age, race, color, creed, religion, pregnancy, parental status, national origin, ancestry, disability, marital status, familial status, sex, gender identity or expression, sexual orientation, military status or any other legally protected group status. The Administration will not tolerate harassing conduct that affects tangible job benefits, that unreasonably interferes with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

Harassing conduct includes, but is not limited to:

- epithets, slurs or negative stereotyping.
- threatening, intimidating or hostile acts.
- denigrating jokes, mockery or ridicule, insults or put-downs.
- written or graphic material, that denigrates or shows hostility or aversion toward a group or an individual believed to be part of a particular group, that is placed on walls or elsewhere in City offices or on City premises or is otherwise displayed or circulated in the workplace.
- using electronic equipment to distribute, view, or otherwise disseminate materials or messages that are abusive, profane, threatening, defamatory or offensive.
- conditioning employment terms on submission to harassing conduct, sexual advances, requests for sexual favors, etc.

Sexual harassment is a form of discrimination that deserves special mention as it is based upon sex and gender. It is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when: (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment may include, but is not limited to, explicit sexual propositions, sexual innuendo, sexually suggestive comments, sexually oriented kidding or teasing, practical jokes, jokes about gender-specific traits, sexually oriented language, gestures or displays of printed or visual material, and physical body contact.

Every City employee who experiences, witnesses or suspects harassment shall promptly notify their immediate supervisor, another manager or next level supervisor if their immediate supervisor is personally or directly involved in the harassment or may reach out directly to the Department of Human Resources. Employees are encouraged to complete and submit the [Internal Complaint Form](#) on the Intranet under the Human Resources HR HOME tab when reporting harassment.

Additionally, reporting harassment is a protected activity. The City forbids retaliation against anyone who has reported harassment or participates in an investigation into reported harassment. Any employee who reports harassment and then experiences retaliation should immediately notify the Department of Human Resources at 330-375-2780.

The City's policy is to investigate all such complaints thoroughly and promptly in a

confidential manner. If an investigation confirms that harassment has occurred, corrective and/or disciplinary action up to and including termination will be taken, as is appropriate.



1/25/24

Shammal Malik  
MAYOR

Date

Supersedes Executive Order #3-2016 issued April 22, 2016  
and Executive Order #4-2016 issued April 22, 2016