

---

# Board Policy



## Equal Employment Opportunity

### Policy Statement

It is the policy of the Pierce County Library System to provide equal opportunity to all employees and applicants for employment.

### Purpose

This policy confirms the Library's commitment to providing equal employment opportunity and to comply with state and federal laws.

### Policy

All personnel practices, such as recruitment, hiring, firing, promotions, layoffs, training, wages, benefits, discipline, and other terms and conditions of employment, shall be administered in a manner which does not discriminate against an employee or job applicant on the basis of: age, sex, marital or family status, pregnancy, sexual orientation, race, creed, color, national origin, religion, military or honorably discharged veteran status, gender identity, ancestry, disability, genetic information, citizenship or immigration status, or any other basis prohibited by law.

Complaint Procedure. The Library will not tolerate discrimination. Any employee who believes they have been subjected to unlawful discrimination, or any employee who becomes aware of such conduct directed at someone else, should report it to their supervisor, any Library manager, or the Staff Experience Department. The Library encourages employees to use this policy without worrying about whether the conduct involved is considered discrimination in a legal sense. Any manager who receives such a complaint should report it to the Staff Experience Department immediately. Upon receipt of a complaint, the Library will investigate and take appropriate corrective action as may be warranted, up to and including termination. The Library prohibits retaliation or adverse action against employees because of their good faith report of discrimination, or participation in an investigation regarding the same.

#### Related Policies:

- Anti-Harassment Policy
- Equity, Diversity and Inclusion Policy

**Board Policy 4.1 Adopted by the Pierce County Library System Board of Trustees June 17, 1999 (Replacing the Affirmative Action Policy).**

**Revised by the Pierce County Library System Board of Trustees June 13, 2012.  
Second Revision: February 10, 2021**