

**A productive workplace offers an atmosphere where everyone can do their best, free of discrimination or harassment.**

**Help keep your workplace free from discrimination.**

- **Treat everyone with respect and courtesy.**
- **Review your own attitudes to spot unconscious biases.**
- **Avoid behavior, including humor, that might offend others.**
- **Don't ignore sexual harassment or discriminatory conduct.**
- **Cooperate with investigations of sexual harassment and other employment discrimination.**

**Discrimination is unfair, harmful and unacceptable, and it prevents employers and the people who work for them from reaching their true potential.**

**If you believe that you have been discriminated against...**

**Call or visit:**



**City of Lawrence, Kansas  
Legal Department,  
Human Relations Commission,  
and  
Human Relations Division**

1006 New Hampshire  
Municipal Court Offices  
Lawrence, Kansas 66044

Phone: 785-832-3310  
Fax: 785-832-3315  
humanrelations@ci.lawrence.ks.us

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# **Employees & Job Applicants**

## **Employment Discrimination Information**



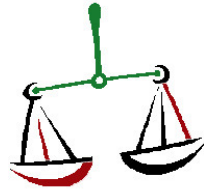
**City of Lawrence, Kansas  
Legal Department  
Human Relations Division  
and  
Human Relations Commission**

1006 New Hampshire  
Lawrence, KS 66044  
785-832-3310  
785-832-3315 FAX  
Office Hours:  
8:00 a.m. to 5:00 p.m.  
Monday—Friday



**City of Lawrence**

# Equal Opportunity In Employment Is the Law!!



In accordance with Federal and Kansas State laws, as well as Chapter X, Article I of the Code of the City of Lawrence, Kansas, it is unlawful for an employer to discriminate against you in any aspect of employment, such as:

- ▶ Hiring and firing
- ▶ Compensation, assignment, or classification of employees
- ▶ Transfer, promotion, layoff, or recall
- ▶ Job advertisements
- ▶ Recruitment
- ▶ Testing
- ▶ Use of company facilities
- ▶ Training and apprenticeship programs
- ▶ Fringe benefits
- ▶ Pay, retirement plans, and disability leave
- ▶ Sexual harassment

or any other aspects of employment, on the basis of race, sex, religion, color, national origin, age, ancestry, sexual orientation or disability.

It is also illegal to retaliate against a person who has filed a complaint, participated in the investigation, or opposed discriminatory practices.

## City of Lawrence, Kansas Human Relations Ordinance Prohibits:

### Sexual Harassment

Sexual Harassment is unwelcome, sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature. It also includes creating a hostile work environment or permitting such an environment to exist.

### Age Discrimination

Prohibits employment discrimination because of a person's age (40 years to 70 years of age). You have the right to expect fair treatment regardless of age.

### Religious Discrimination

Prohibits considering religion in making employment decisions. You have the freedom to practice the religion of your choice.

### Disability Discrimination

Prohibits employment discrimination because of a mental or physical disability.

Qualified individuals with disabilities can request workplace accommodations that allow them to perform at the same level of effectiveness and efficiency as other qualified individuals.

**You have the right to work in an environment free from all forms of adverse discrimination, including sexual harassment.**

## You do not need to face any of these situations alone.

The Human Relations Division accept both informal and formal complaints.

For informal complaints, the division will aid you in resolving the matter and will offer advice and/or appropriate referrals.

For formal complaints, staff thoroughly investigates the matter and makes recommendations to the Executive Director of the Human Relations Commission. A Human Relations Commissioner reviews the investigation and also makes recommendations to the Executive Director who decides whether probable cause exists. If so, the matter may be conciliated, go before the Human Relations Commission for a public hearing, or to court.

A complaint must be filed with the Human Relations Division within 90 days of the incident.

Whether you want to just talk, obtain more information, or take action to remedy the situation, you may contact the Human Relations Division. Staff can answer your questions, accept complaints, give you information on mediation, informal resolution and formal grievance procedures, help you decide what action to take, and explain how you are protected from retaliation.

**If you believe that you have been discriminated against, you should contact us at (785) 832-3310**



City of Lawrence