

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

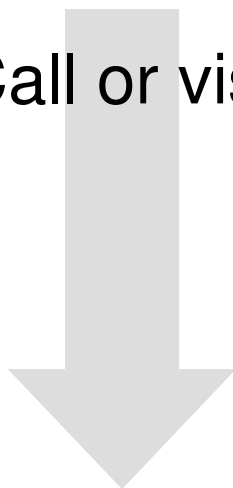
Help keep your workplace free from discrimination.

- Judge applicants and employees by their job skills and abilities
- Treat everyone with respect and courtesy.
- Review your own attitudes to spot unconscious biases that could affect your work decisions.
- 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.

Successful organizations know they need the best efforts of the best people. Discrimination is unfair, harmful and unacceptable, and it prevents employers and the people who work for them from reaching their true potential.

If you would like more information on employment discrimination or sexual harassment...

Call or visit:

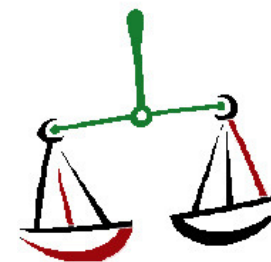


**City of Lawrence, Kansas
Legal Department,
Human Relations Commission,
and
Human Relations Division**

1006 New Hampshire
Municipal Court Bldg.
Office of the City Prosecutor
Lawrence, Kansas 66044

Phone: 785-832-3310
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Information for Employers Employment Discrimination



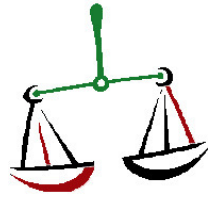
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1006 New Hampshire
Lawrence, KS 66044
785-832-3310
785-832-3315 FAX
Office Hours:
8:00 a.m. to 5:00 p.m.
Monday—Friday



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 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.

Know the Laws

Lawrence Human Relations Ordinance

Prohibits considering race, sex, religion, color, national origin, age, ancestry, sexual orientation or disability in employment decisions.

Sexual Harassment

Sexual Harassment is unwelcome, sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature, including creating a hostile work environment.

Pregnancy Discrimination Act

Provides equal job opportunities and protections to women affected by pregnancy and related conditions.

Age Discrimination Act

Prohibits employment discrimination because of a person's age (40 years to 70 years of age).

Americans With Disabilities Act (ADA)

Prohibits employment discrimination because of a mental or physical disability.

What this means: 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.

Religious Discrimination

Each person has the freedom to practice the religion of his or her choice. Employers are not, however, required to pay employees who don't work on religious holidays.

Equal Pay Act

Prohibits employment discrimination in compensation based on gender.

In general, complaints of employment discrimination are brought for two reasons:

- **Different treatment** - an employer treats an individual, who is a member of a protected class (i.e. race/color, national origin, age, etc.), differently than someone who is not in their protected class.
- **Disparate impact** - a policy which on its face appears neutral, but actually negatively affects one protected class more than another group of individuals.

The Human Relations Division accepts both informal and formal complaints. For informal complaints, the staff works with both parties in resolving the matter in a fair and unbiased manner.

For formal complaints, the staff thoroughly investigates the matter and makes recommendations to the Executive Director of the 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 go before the Human Relations Commission for a public hearing, or to court.

*Alternative Dispute Resolution can save your organization time and money.
To find out more, contact us at (785) 832-3310*



City of Lawrence