

LCCS POLICY 488

Bias Free Communication

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Revision Dates:	3/1/2013, 3/11/16
Revision Number:	2
Current Effective Date:	2/19/2002; 3/1/2013; 3/11/16
Board Approval Date:	7/18/2001; 1/9/2013
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	
Scope:	All LCCS staff, vendors, contractors and non-employees on agency ground.
Responsibility:	All LCCS staff
Purpose:	To create bias free communication by respecting the dignity of all people.
Legal Cite:	

POLICY STATEMENT

LCCS prohibits the display, promotion, dissemination or use of demeaning, derogatory or inflammatory documents, publications, behaviors or language that is based on race, ethnicity, gender, religion (spiritual beliefs), economic status, sexual orientation, national origin, age, mental or physical challenge and/or cultural group status.

LCCS believes that the dignity of all people must be respected.

PROCEDURE - including required timeframes and documentation

EMPLOYEE RESPONSIBILITY

Any staff who believes they are the subject of or witness to biased communication or behaviors should immediately do the following:

- Firmly address whoever is doing the offending, state your feelings about the situation and ask them to stop at once.
- If the offense continues, if you are uncomfortable or unable to address the offending party, or if you believe that some employment consequence may result from your confrontation, inform your immediate supervisor or the Human Resources Manager (or designee) immediately.
- If, after a reasonable length of time you believe that inadequate measures have been taken to resolve your complaint, go directly to the Human Resources Director or designee.

- Employees who have knowledge of acts of bias communication should bring the incident(s) to the attention of management immediately.
- Failure to report is tantamount to promoting the activity.

MANAGEMENT RESPONSIBILITY

- Each LCCS manager is responsible for preventing and eliminating bias communications within his/her chain of command. Managers having knowledge of acts of bias communication should bring the incident(s) to the attention of Human Resources.
- Complaints of biased communications warrant the immediate attention of the manager to whom the complaint is made. Managers will immediately (that work day) report such complaints to the Human Resources Manager.
- Following notification to Human Resources, the manager, with assistance of Human Resources, will immediately initiate an investigation of the complaint.
- Investigation of biased communications complaints will include discussions with the parties involved and any witnesses. The manager will document all discussions, identifying date/time, those present, topics discussed and responses provided.
- If the complaint of biased communications is valid, immediate and appropriate corrective/disciplinary action will be taken. Action or sanctions against the person using biased communications will depend on the incident. Minor offenses may lead to a written reprimand or a suspension from work. More serious incidents or multiple offenses may result in dismissal.

This policy will be reviewed with all staff/employees every six months.

CASE PRACTICE GUIDES

Material deemed to be racist, sexist, demeaning, derogatory or inflammatory may be reviewed in the context of formal training and education and is subject to the prior approval of the Human Resources Director (or designee).

RELATED POLICIES and FORMS

LCCS Policy 430 (Discrimination Complaint)
LCCS Policy 486 (Sexual Harassment)