



HUGH NGUYEN
CLERK-RECORDER

PROPERTY RECORDS
BIRTH AND DEATH RECORDS
MARRIAGE LICENSES/RECORDS
PASSPORTS
FICTITIOUS BUSINESS NAMES
NOTARY REGISTRATION
ORANGE COUNTY ARCHIVES

MEMORANDUM

Date: January 2016
From: Hugh Nguyen, Clerk-Recorder *HN*
To: All Clerk-Recorder Employees
Subject: Commitment to Equal Employment Opportunity - 2016

In compliance with County of Orange Board of Supervisors Resolution No. 15-135, which commits the County of Orange to Equal Employment Opportunity in accordance with state and federal legal requirements, I hereby accept the responsibility and pledge my full support to the County's policy of non-discrimination and equal employment opportunity in this organization.

The County of Orange Equal Employment & Anti-Harassment Policy and Procedures (EEO) insures full realization of non-discrimination and equal employment opportunity by selecting, training, and promoting employees based on their ability and job performance, and provides for equal opportunities in all aspects of employment without regard to an employee's legally protected status, whether actual or perceived, including race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression or sexual orientation, age, veteran status, citizenship status, use of family medical leave, military leave or any other legally protected classification under state or federal law. Unlawful discrimination, harassment, retaliation and abusive conduct (bullying) in any form will not be tolerated.

Further, in compliance with Board of Supervisors Resolution 99-514, sexual harassment in any form will not be tolerated. All executives, managers, supervisors and employees are responsible for maintaining a work environment free of sexual harassment.

Any employee, volunteer or intern who believes he or she has been the victim of discrimination and/or harassment including, sexual harassment, in violation of the County's EEO and Anti-Harassment Policy and Procedures should report the incident immediately to his or her supervisor, the Clerk-Recorder's Human Resource Services team, or to the EEO Access Office. When the Clerk-Recorder receives a complaint of discrimination, harassment, retaliation or abusive conduct or otherwise has reason to believe that discrimination, harassment, retaliation or abusive conduct is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and that prompt, appropriate remedial action is taken. The Clerk-Recorder is committed to take action if it learns of discrimination, harassment, retaliation or abusive conduct

in violation of this Policy whether or not the aggrieved employee files a complaint. If the allegation is sustained, appropriate remedial action shall be taken. To ensure Countywide consistency and for the sake of record keeping, information regarding Clerk-Recorder investigations, including the proposed disposition, must be reported to the EEO Access Office before final action is taken.

All Clerk-Recorder supervisory and management employees are responsible for promptly responding to, and/or reporting any suspected acts of discrimination, harassment (hostile work environment and/or quid pro quo), retaliation and abusive conduct. Failure by a Clerk-Recorder supervisor or manager to appropriately report and address known or suspected incidents of discrimination, harassment, retaliation or abusive conduct shall be considered to be a violation of the EEO Policy and appropriate disciplinary action may be taken.

It is expected that all managers and supervisors at the Clerk-Recorder demonstrate leadership by supporting and implementing the EEO & Anti-Harassment Policy as well as all Equal Employment Opportunity Programs administered by the County of Orange. Hilda Garcia, EEO Coordinator for the Clerk-Recorder is delegated responsibility for ensuring compliance with the EEO policy and applicable programs.



Hugh Nguyen, Clerk-Recorder

2-16-16

Date



Hilda Garcia, EEO Coordinator

2-16-16

Date