

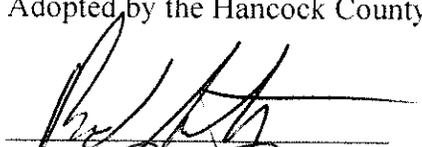
Resolution No. 2019-10-1
Amendment of Employee Handbook
To Include At-Will Employment Provisions

WHEREAS, the Hancock County Commissioners recognize the need to amend the Hancock County Personnel Policy Handbook; and

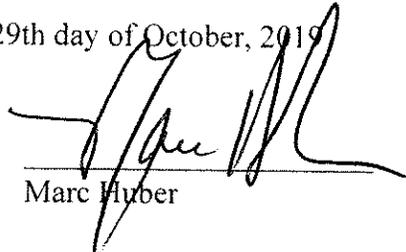
WHEREAS, the Hancock County Commissioners have updated the Employee At-Will provisions.

NOW, THEREFORE, BE IT RESOLVED BY THE HANCOCK COUNTY COMMISSIONERS THAT: The Hancock County Personnel Policy Handbook is hereby amended to include the Employee At-Will provisions incorporated herein by reference and attached hereto.

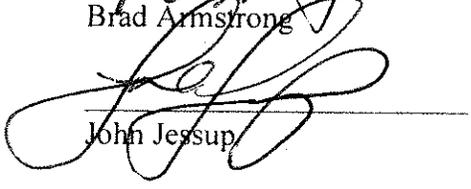
Adopted by the Hancock County Commissioners on this 29th day of October, 2019



Brad Armstrong

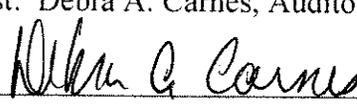


Marc Huber



John Jessup

Attest: Debra A. Carnes, Auditor



AT-WILL EMPLOYMENT NOTICE

You are an at-will employee, and nothing in this employee handbook shall constitute any type of contract that guarantees employment or compensation for any specific period of time.

At-Will Employment Notice

As an at-will employee, you or Hancock County can terminate your employment at any time with or without cause, reason and/or notice. Nothing contained in any employee handbook, or any workplace policy or rule of Hancock County, whether appended to this document or not, and no verbal statements or promises made by employees or agents of Hancock County shall alter the at-will employment relationship between you and Hancock County or restrict the option both you and Hancock County have to terminate the employment relationship. Nothing contained in any job description, application for employment, or any other Hancock County-created document shall in any way alter your at-will employment status or create any contract of employment whatsoever. You are, at all times, an at-will employee.

Other Agreements Restricted

Furthermore, no manager, supervisor, or other organization representative or agent, including any representative or agent with hiring authority, other than the Hancock County Commissioners, has the authority to enter into any agreement or contract for employment for any specified duration, or to make any agreement, promise, guarantee or commitment that contradicts the above or is inconsistent with your at-will employment status.

Any agreement that alters, or is inconsistent with, your at-will employment status must be entered into by Hancock County and will not be enforceable unless it is in writing and signed by you and by Hancock County. The agreement must specifically state that the at-will relationship between you and Hancock County has changed and a new employment relationship is in effect.

Questions About This Notice

If you have questions, suggestions or concerns about this at-will employment notice, you should direct them to your supervisor.

4.2.1 Harassment-Free Workplace

Hancock County is committed to providing a work environment based on mutual respect and teamwork. That means a work environment free of harassment.

Harassment is Prohibited

Hancock County defines *harassment* as behavior or comments that create a hostile work environment for another person because of race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military status, genetic information, sexual orientation, gender expression or identity, or any other status or condition protected by applicable federal, state or local laws.

Verbal, physical, sexual, written, digital, electronically-delivered, or any other form of harassment that belittles or demeans any individual on the basis of race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military status, genetic information, sexual orientation, gender expression or identity, or any other status or condition protected by applicable federal, state or local laws is also strictly prohibited.

Prohibited harassment includes conduct that has the purpose or effect of unreasonably interfering with a person's work performance or experience or creating an environment that is hostile, intimidating or offensive.

Sexual advances; requests or demands for sexual favors; physical conduct of a sexual or harassing nature; jokes based on a person's race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military status, genetic information, sexual orientation, gender expression or identity, or any other status or condition protected by applicable federal, state or local laws; and other abusive or harassing language or conduct that is meant to intimidate or that negatively impacts a person's work environment is strictly prohibited.

Harassment-Free Workplace

Hancock County does not tolerate and expressly prohibits harassment by any means (verbal, physical, sexual, written, electronically-delivered or otherwise) that creates a hostile or intolerable working environment for any employee because of race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military status, genetic information, sexual orientation, gender expression or identity, or any other status or condition protected by applicable federal, state or local laws.

This policy applies to every person in the workplace and everyone who participates in work-sponsored activities no matter his or her authority, position or classification.

Reporting Harassment

If you believe you have been harassed or if you know of, or suspect, harassment of another employee or workplace participant, you must report it immediately to your supervisor, regardless of the accused's identity or position.

If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to the Hancock County Commissioners.

Please note that you are not required to confront the person or persons who have given you reason to report. However, if you experience wrongdoing, like harassment, you must make a reasonable effort to make the wrongdoing known to those listed above as soon as you experience or discover it. Discussing or reporting acts of harassment to any person not listed above does not constitute a report.

Retaliation Prohibited

Retaliation can include, but is not limited to, harassment, discrimination, or any other unfair treatment or abuse of power. Hancock County prohibits retaliation of any kind against those who, in good faith, report harassment or who assist in the investigation of a report of harassment.

Any employee or workplace participant who retaliates against another for making a good faith report of a violation of this policy or for assisting in an investigation of a report of a violation of this policy, is subject to discipline or termination.

If you believe you have been subjected to retaliation, or if you know of, or suspect, retaliation against another, for reporting a violation of this policy or for participating in an investigation of a violation of this policy, you should report the retaliation immediately in the manner provided above, regardless of the accused's identity or position. Please note that you do not have to confront the person who is the source of the retaliation before reporting it, but you must report it as soon as you experience or discover it. Discussing or reporting acts of retaliation to any person not listed above does not constitute a report.

Workplace Investigations

A report of retaliation for reporting harassment or discrimination, or a report of discrimination or harassment, that is made to those listed above will result in an appropriate investigation of the allegations. Hancock County may use third parties to investigate allegations. All employees and workplace participants have a responsibility to cooperate fully with any investigation. The interviews, allegations, statements, and identities will be kept confidential, on a need-to-know basis, consistent with the law and the investigation process and goals. Unreasonable refusal to participate in an investigation may lead to discipline, including termination.

Those found to have harassed, discriminated or retaliated against another in violation of this policy are subject to discipline including, but not limited to, termination, consistent with the law, the results of the investigation, the severity of the conduct, and the policy violator's employment history, including any similar reports of prior harassment, discrimination and/or retaliation.

Knowingly False Reports Prohibited

Any employee or workplace participant who makes a knowingly false report of harassment, discrimination or retaliation, will be subject to discipline, including termination.

Questions About This Policy

If you have questions, suggestions or concerns about this policy, you should direct them to your supervisor.

If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with those listed above, you can direct them to the Hancock County Commissioners.