



**COUNTY OF SAN BERNARDINO  
STANDARD PRACTICE**

**No. 07-01 SP 1**

**PAGE 1 OF 2**

**EFFECTIVE DATE** March 20, 2018

**POLICY: POLICY PROHIBITING DISCRIMINATION,  
HARASSMENT AND RETALIATION**

**APPROVED**

GARY MCBRIDE  
Chief Executive Officer

**SP:** Procedure for Distributing Policy Prohibiting  
Discrimination, Harassment and Retaliation

**PURPOSE**

To ensure appropriate distribution and receipt of San Bernardino County's ("County") Policy Prohibiting Discrimination, Harassment and Retaliation ("County Policy 07-01" or the "Policy").

**DEPARTMENTS AFFECTED**

Board of Supervisors, Elected Officials, all County Agencies and Departments, Board-Governed Special Districts, and Board-Governed Entities.

**DEFINITIONS**

**DFEH Pamphlet** means the California State Department of Fair Employment and Housing pamphlet entitled "Sexual Harassment: The Facts about Sexual Harassment" or other similar brochures prepared by the DFEH.

**Employee** means regular, probationary, extra help/recurrent, trainee, contract, unclassified, and public service employees, and paid interns.

**Personnel** means unpaid interns, independent contractors, volunteers and other persons providing services to or performing work on a regular basis in a County facility.

**Temporary Agency Employee** means an individual employed by a temporary staffing agency and temporarily assigned to perform work for the County.

**Appointing Authority** means the head of each Agency, Department, Board-Governed Special District, and Board-Governed Entity.

**PROCEDURES**

County Policy 07-01 must be distributed in a way that ensures Employees and Personnel receive the Policy. Every Elected Official and Appointing Authority is responsible for determining how County Policy 07-01 will be distributed and for maintaining records of its distribution and receipt by its Employees and Personnel ("Distribute").

1. Requirements of Equal Employment Opportunity Office, Human Resources Department
  - a. Distribute County Policy 07-01 to all Employees who attend the County's New Employee Orientation (NEO).
  - b. Provide a copy of the DFEH Pamphlet to all Employees who attend the County's NEO.
2. Requirements of Director of Human Resources Department
  - a. Distribute County Policy 07-01 to all members of the Board of Supervisors, all Employees and Personnel of the Board of Supervisors, Elected Officials, and each Appointing Authority.
  - b. Provide a copy of the DFEH Pamphlet to all members of the Board of Supervisors, all Employees and Personnel of the Board of Supervisors, Elected Officials, and each Appointing Authority.
  - c. If applicable, provide a copy of the Policy to Employees of the Board of Supervisors as part of their Work Performance Evaluation.
  - d. Post Federal and State posters prohibiting discrimination, harassment and retaliation in conspicuous places where they can be easily seen and read by job applicants and all members of the Board of Supervisors and their Employees and Personnel.
3. Requirements of Elected Officials and Appointing Authorities or their designee

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**No. 07-01** SP 1  
**PAGE 2 OF 2**  
**EFFECTIVE DATE** March 20, 2018

- a. Distribute County Policy 07-01 to all Personnel and to all Employees who do not attend the County's NEO.
  - b. Provide a copy of the DFEH Pamphlet to all Personnel and all Employees who do not attend the County's NEO.
  - c. If applicable, provide a copy of the Policy as part of an Employee's Work Performance Evaluation.
  - d. Post Federal and State posters prohibiting discrimination, harassment and retaliation in conspicuous places where they can be easily seen and read by all Employees and Personnel.
4. Requirements of Director of Purchasing Department or the designee
- a. Provide copies of County Policy 07-01 and the DFEH Pamphlet to all temporary staffing agencies with whom the County contracts.
  - b. Instruct the temporary staffing agencies with whom the County contracts to disseminate the documents described in section 4.a. above, to the Temporary Agency Employees.

**LEAD DEPARTMENT**

Human Resources