



Pete Panepinto
Mayor

January 1, 2022

Mayor's Equal Employment Opportunity Statement

This notice shall serve as a reminder to all employees of the City's position regarding Equal Employment Opportunities for our employees and applicants for employment. The City of Hammond, herein referred to as City, is committed to a work environment in which all individuals are treated with respect and dignity.

Our employees have the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment and abuse. Therefore, the City expects relationships between employees, and customers visiting City's offices and departments, to be welcoming and impartial, free of bias, hostility, prejudice, harassment, verbal, and physical abuse.

It is also the policy of the City to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, age, disability, marital status, citizenship, military service, or any other protected category under the State of Louisiana laws, United States federal laws, and Presidential Executive Orders for employees and applicants.

The City prohibits any such discrimination, harassment, and verbal and physical abuse. Conduct prohibited in this statement and the City's Personnel Policies are unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events; and such conduct, at this level, may result in termination.

The City prohibits retaliation against any individual who reports discrimination, harassment, and/or abuse, or participates in an investigation of such reports, consistent with federal, state, and local laws. Acts of retaliation against an employee who engages in a protected activity, whistle blowing, or the exercise of any appeal or grievance rights provided by law will not be tolerated. It is the policy of the City to investigate all reports of discrimination, harassment, and retaliation.

The City adheres to the rules and regulations governed by **Health Insurance Portability and Accountability Privacy Act (HIPPA)** that protects medical information that meets the definition of

“protected health information” (PHI), that is, health information that identifies an individual and relates to the individual’s treatment or conditions; **Genetic Information Nondiscrimination Act (GINA)**, which prohibits the use of genetic information in making decisions related to hiring, firing, or other terms and conditions of employment. GINA also bans intentionally obtaining genetic information of an employee/applicant or employee’s/applicant’s family member; **Americans with Disabilities Act (ADA)**, **Americans with Disabilities Act Amendments (ADAA)**, the **Family and Medical Leave Act (FMLA)** which require that medical information be kept confidential and maintained separate from other personnel information, and the **Occupational Safety and Health Act (OSHA)** which also requires that the names of employees injured or exposed to illnesses while working be kept private.

It is mandatory that every employee, at every level of seniority, City of Hammond Boards, Commissions, and the Hammond City Council to ensure that the Equal Employment Opportunity Statement stands as a standard of equity and inclusiveness for all persons.

Any employee or applicant who believes he or she has been subject to discrimination or retaliation should contact Diana Guzman-McMahon, EEOC Officer for the City of Hammond at (985)-277-5626.

Thank you for your hard work and dedication to fulfilling the mission and vision of our Great City.



Pete M. Panepinto, Mayor

Acknowledgement

I, the undersigned, have received a copy of the Mayor’s Equal Employment Opportunity Statement. It is my responsibility to notify the Human Resources Department for any assistance regarding this document.

Name

Date

Employee copy: Upon Request