

City of Stratford
Civil Rights Title 6 Discrimination and Sexual Harassment/Abuse Policy

It is the policy of the City of Stratford and City of Stratford affiliated entities to comply with all provisions of Federal, State, and local laws regarding discrimination and sexual harassment and abuse. Employees who have a discrimination, sexual harassment, or sexual abuse complaint should follow the procedures outlined in the City of Stratford Employee Policy manual.

Non-employees, contractors, vendors, elected officials, board members, and citizens seeking assistance from City of Stratford, who have a civil rights discrimination, sexual harassment, or sexual abuse complaint against City of Stratford or a City of Stratford employee, should immediately report that complaint to the City Manager of Stratford. Complaints may be presented in writing or orally. Written complaints are to be mailed or delivered to: City of Stratford, PO Box 218, Stratford IA 50249-0218. Please include contact information in written complaints. Telephonic complaints may be made by dialing (515) 838-2311. Persons wishing to lodge a complaint in person may do so by visiting Stratford City Hall and requesting to speak with the City Manager. An appointment is not required to lodge a complaint, but it may be prudent to phone before coming to Stratford City Hall as the City Manager may not always be available. If the City Manager is unavailable for more than one week, complaints may be directed to the Mayor at the same address but with phone number 515-838-2182. Note: If the complaint is against the City Manager, complaints should be directed to the City of Stratford Mayor at 515-838-2182.

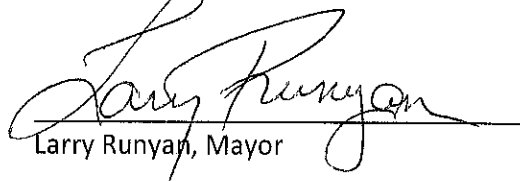
Upon receipt of a complaint, the City Manager (or Mayor if the subject of the complaint is the City Manager) will immediately initiate an investigation into the complaint following the Iowa Department of Transportation complaint procedures. The investigation will include, as a minimum, an interview with the complainant, the alleged violator, and any identified or apparent witnesses. If the complaint involves a City of Stratford policy or service decision, City of Stratford may seek legal assistance and/or review of the policy/decision by Local, State, or Federal agency counterparts.

City of Stratford staff will report the complaint and proposed resolution to the City Council, State agency counterparts, and local and state EEO offices. A written acknowledgement of the complaint will be sent to the complainant within one week of receipt of the complaint, and the City of Stratford proposed resolution within 45 days of receipt. In the event review by external agencies does not permit final proposed resolution within this timeline, an interim report will be made at 45 days and every 30 days subsequent until a final proposed resolution is made.

City of Stratford forbids retaliation in any form against any person lodging a complaint, and any retaliation may be subject to disciplinary action up to and including termination.

Copies of this policy shall be prominently posted at all City of Stratford owned or leased facilities and kept on file at the City of Stratford City Hall for viewing upon request.

Passed and approved by Stratford City Council this 14th day of May 2018.


Larry Runyan, Mayor

Attest:



Amanda Westrum, City Manager/Clerk