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Section I:	General Government and Administration
Policy 11.0:	Non-Discrimination Policy
Reviewed by:	County Attorney/County Manager
Approved by:	County Manager
Original Effective Date:	August 1, 2016
Revisions:	February 24, 2017, December 18, 2017

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### **Policy Statement**

It is the policy of Orange County to ensure its employees, and all individuals who provide or receive services for or from Orange County, are not victimized by illegal discrimination practices.

### **Purpose**

To prevent discrimination in Orange County government activities.

### **Applicability**

Applies to Orange County government activities and all Orange County employees and to those vendors and contractors providing services and products to and for Orange County.

### **Policy**

#### 11.1 Non-discrimination

11.1.1 Orange County is committed to providing its employees and service providers with a discrimination free environment. Orange County and any vendor or contractor providing services or products for or to Orange County shall provide equal employment opportunity as required by law and, shall not, in the course of conducting work for or providing services or products for or to Orange County, discriminate against any person based on age (as defined in the Orange County Civil Rights Ordinance), race, ethnicity, color, national origin, religion, creed, sex, gender, gender identity, gender expression, marital status, familial status, source of income, disability, political affiliation, veteran status, disabled veteran status.

#### 11.2 Grievance procedure

11.2.1 Any individual who believes he or she may have been discriminated against with respect to an Orange County program or activity may:

- Contact the Orange County Non-Discrimination Coordinator and initiate the complaint;

Annette Moore, Orange County Human Rights and Relations Director  
200 South Cameron Street  
P.O. Box 8686  
Hillsborough, North Carolina 27278  
919-245-2317  
[Amoore@orangecountync.gov](mailto:Amoore@orangecountync.gov)

- The Non-Discrimination Coordinator will assign the complaint to an investigator;
- The investigator will fully, fairly, and impartially investigate all complaints;
- The investigation will be conducted promptly through the gathering of evidence, interviewing of witnesses, and appropriate documentation of all facts in evidence;
- Upon completion of the investigation the investigator will, using preponderance of the evidence standards, issue a written determination of findings, which shall be provided to the complainant within ten days of issuance;
- Orange County prohibits retaliation and any claim of retaliation based on a complaint initiated pursuant to this policy should be immediately reported and such complaint will be addressed promptly.

**This policy may be reviewed annually and updated as needed by the Manager's Office**