**Land Conservation Department (LCD) – Discrimination Policy**

***Example (Contractor)***

Incident & or violation in the work place

Goal:

* Ensure staff/personal affected by incident are taking care, receive appropriate attention, guidance, etc.
* Support equity and inclusiveness in all work settings

Actions:

* LCD director contacts the following departments:
  + Personal Director
  + Administrator
  + Corporation Council
  + Law Enforcement – Should the situation warrant involvement?
* A summation of the above departments shall meet within 24 hours of the incident to fully understand and proceed with the appropriate action within a timely manner.
* Notice of violation issued to contractor
* Remove LCD technical and financial assistance to contractor immediately
* Contact agency (DATCP, DNR, NRCS, Etc.) partner that provides financial and or technical assistance, if related to this incident or violation
* Landowners who have contracted & or plan to hire contractor to implement conservation practice will be given options: select new contractor, rebid project, cost share difference on existing agreements, etc.
* Contractor removed from LCD/NRCS contractor list.

Good Faith Contractor:

* Contractor would have the opportunity to regain status on the LCD/NRCS contractor’s list & become an active conservation practice contractor by complying with the following 3 requirements:

1. Minimum 6 month waiting period.
2. Apologize in person to landowner’s involved along with LCD/NRCS staff that were on site during the incident
3. Provide proof or certification of attendance at pre-approved equity and inclusiveness training.

Resolution – Complying with the three directives above will allow the contactor to be reinstated on the LCD/NRCS contractor list on \_\_/\_\_/2021. Technical and financial assistance will be re-instated for all work involving said contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by the County Land Conservation Department.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Definitions:

Work Place –

Incident –

Future:

* Implement sensitivity/discrimination training for contractors. This would be required to maintain status on contractor list. Private and public training/certification allowed.