

# MANDATORY REPORTERS



We all have a role in building a responsive workplace culture that quickly addresses instances of harassment and discrimination. If you are a **mandatory reporter**, you have a requirement to make a report to your department **Human Resources representative, the Human Resources Investigation Unit (HRIU), or the Department of Human Resources (SDHR).**

## What is a mandatory reporter?

- A **mandatory reporter** is an employee or entity that is required to immediately report claims of harassment, discrimination, retaliation, or misconduct.



**Anything indicating that any of these types of incidences has or may be occurring at work.**

## Who are mandatory reporters?

- Management Representatives: Strategic Advisors, Supervisors, Managers, Leads, Crew Chiefs, Directors
- Department of Human Resources staff
- Employees in a Human Resources role
- Departmental Equal Employment Opportunity (EEO) Officers
- Employee roles that indicate a reporting requirement based on their job function

### Groups Exempt from Reporting

- Alternative Dispute Resolution (ADR)
- Office of the Employee Ombud (OEO)
- Office for Civil Rights (OCR) Investigations

## Contact for Additional Information



Review [City Personnel Rule 1.1](#) for added details or contact us for more information.

Human Resources Investigation Unit (HRIU)

Alternative Dispute Resolution (ADR)

Office of the Employee Ombud (OEO)

Office for Civil Rights (OCR) Investigations

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206-733-9888

[seattle.gov/human-resources/rules-and-resources/human-resources-investigations-unit](http://seattle.gov/human-resources/rules-and-resources/human-resources-investigations-unit)

206-615-1692

[seattle.gov/human-resources/rules-and-resources/alternative-dispute-resolution](http://seattle.gov/human-resources/rules-and-resources/alternative-dispute-resolution)

206-684-4873

[seattle.gov/ombud](http://seattle.gov/ombud)

206-684-4500

[seattle.gov/civilrights](http://seattle.gov/civilrights)

