



REPORTING PROHIBITED BEHAVIOR

What is a mandatory reporter?

Also known as a management representative, a mandatory reporter is someone who is required by the City Personnel Rules to immediately report observed or suspected instances of discrimination, harassment, retaliation, or workplace misconduct as outlined in [Personnel Rule 1.1](#).

Who is a mandatory reporter?

Mandatory reporters are employees with direct reports, who direct the work of employees, Human Resources Representatives, or employees who handle employee relations or EEO matters.

Includes, but not limited to:

- Crew Chief or Supervisor
- Manager, Director, Executive
- Human Resources Representative

Where to report?

HUMAN RESOURCES

Report instances of prohibited behavior to your Human Resources Representative.

[HUMAN RESOURCES](#)

[INVESTIGATIONS UNIT \(HRIU\)](#)

Your HR Representative will involve HRIU for investigations. Learn about [HRIU's process](#).

What if you experienced a violation of Personnel Rule 1.1?

If you want to report, you can contact the following mandatory reporters.

If you do NOT want to report, you can contact any employee within OEO, as they are exempt from reporting.



[Human Resources Investigation Unit](#)

shr_hriu@seattle.gov
206.733.9888



Human Resources Representative

Contact your direct supervisor if you are unsure who your Human Resources Representative is.



[Office of Employee Ombud](#)

ombud@seattle.gov
206.233.7850