

City of Seattle Harassment & Discrimination Information

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)

STEVE.ZWERIN@seattle.gov

206-733-9888
seattle.gov/human-resources/rules-and-resources/human-resources-investigations-unit

Alternative
Dispute
Resolution
(ADR)

ADR@seattle.gov

206-615-1692
seattle.gov/human-resources/rules-and-resources/alternative-dispute-resolution

Office of the
Employee
Ombud
(OEO)

OMBUD@seattle.gov

206-684-4873
seattle.gov/ombud

Office for
Civil Rights
(OCR)
Investigations

DISCRIMINATION@seattle.gov

206-684-4500
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