

GP - ANTI-HARASSMENT POLICY

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Our policies, as well as various laws and regulations, generally prohibit employment decisions from being made on the basis of race, sex, religion, national origin, age, disability, or similar distinctions. In addition, it is our policy to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs, threats and harassment either relating to such distinctions or simply resulting from lack of consideration for a fellow human being.

The County will not tolerate harassment of any kind. The County forbids retaliation against anyone who has reported harassment in good faith.

Sexual Harassment

Sexual harassment warrants special mention. Unwelcome sexual advances, requests for sexual favor, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

- (1) Submission to the conduct is an explicit or implicit term or condition of employment; or
- (2) Submission to or rejection of the conduct is used as the basis for an employment decision, or
- (3) The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, "put-downs" or condescending or derisive comments or terms based on gender, and physical conduct, such as patting, pinching, or brushing against another person. Although most commonly the "perpetrator" of such conduct is male and the "victim" is female, this policy prohibits such conduct regardless of the gender of the perpetrator or victim.

Disputes sometimes arise as to whether conduct was "welcome" or "unwelcome". Conduct which would violate this policy if it were unwelcome will be considered to violate the policy if anyone complains of it. Obviously, not all conduct which is prohibited by the policy constitutes a violation of the law.

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Complaint Procedure and Investigation

If you feel this policy has been violated by anyone with whom you come in contact on the job, regardless of whether it is by a fellow worker, a supervisor, or a member of the general public, you should report the incident(s). There are several ways that you can do this:

- a) By reporting to your supervisor or to a higher level in your “chain of command”.
- b) Report to the Human Resources Director.

Supervisors and managers who receive complaints of or become aware of harassment should coordinate with Human Resources. Complaints against the County Administrator must be reported to the Chairman of County Council.

Every harassment allegation will be investigated. Investigatory procedures may vary from case to case, depending upon the circumstances. The investigation will be conducted as confidentially and quietly as possible. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential, whether the employee is the accused person, the complaining one, or merely a potential witness. Persons who are interviewed should not discuss the matter at all with co-workers, friends, or management. This does not mean, however, that employees may not complain to civil rights agencies. The County will keep the information it gathers as confidential as possible, consistent with state and federal laws and the needs of the investigation.

In appropriate situations employees may be asked to submit to a polygraph (lie detector) examination.

Corrective Action

If management concludes that a complaint of harassment has merit, appropriate action will be taken. Employees will be subject to disciplinary action up to and including discharge. Non-employees may be reported to the appropriate law enforcement agency and/or barred from the premises.

IMPORTANT

In order to avoid misunderstandings, complaints made to members of management or to the Human Resources Director must involve completion of the report form reproduced on the back of this policy statement. You will be given a copy of the completed form.

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These procedures have been established to enable you to get relief if you feel that you are the victim of harassment. The U.S. Supreme Court has said that as a general rule, you may not sue the County for a violation of your rights unless you first give us notice and an opportunity to end the harassment. The reporting procedures which we have adopted are intended to establish a clear record of what has been reported.

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HARASSMENT REPORT

Correct name of complainant (optional) _____

"Code Name" of complainant (mandatory if correct name not given) _____

Date of Report: _____

Date of Incident(s): _____

Name or description of person who engaged in harassment: _____

What happened? _____

Name of witnesses: _____

Names of people who say that the same person harassed them at another time:

If harassment is found to have occurred, what action do you want to have taken?

If your complaint comes down to your word against that of the person who you say harassed you, would you be willing to take a polygraph exam? _____

Copy Received by: _____