

## **SECTION IV ANTI-HARASSMENT POLICY**

### **1. Purpose**

It is the City's policy to attempt to prohibit harassment of any employee by another employee or supervisor, customer, or anyone on City property or who is in contact with City employees, (including elected officials, City Administrator, appointed officials, judges, volunteers, contractors, sub-contractors, vendors, and program participants). The purpose of this policy is not to regulate personal morality within the City. It is to try to ensure that all City employees are free from harassment of any kind.

### **2. Sexual Harassment**

While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, movies, internet sites, calendars or posters, sending sexually explicit e-mail or voice-mail, and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually-related comments. Depending upon the circumstances, the conduct can also include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

### **3. Employee's Role**

The City encourages the employee to tell a fellow employee that his/her comments or conduct is inappropriate. The employee should try to talk problems out on a person-to-person level first, but if the comments or conduct continues, or if the employee feels he/she cannot address the issue with the other person, the employee should contact his/her Supervisor and/or Department Head and/or the Human Resources Director, and/or the City Administrator.

### **4. Reporting of Harassment**

Anyone who feels that he or she has been subjected to or has witnessed conduct which violates this policy must immediately report the matter to his or her Supervisor. If the Supervisor is unavailable or if the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Human Resources Director or City Administrator or any other Supervisor with whom the employee feels comfortable.

The City will investigate all reports of harassment confidentially, promptly, thoroughly and impartially, and will take appropriate remedial steps, including disciplinary action, up to and including dismissal, if a violation of this policy is found.

If an employee is unsure of to whom to raise and issue of harassment, or if the employee has not received a satisfactory response within a timely manner after reporting any incident of what the employee perceives to be harassment, the employee should immediately contact the City Administrator.

## **5. Retaliation**

Retaliation for notifying the City about harassment and discrimination is strictly prohibited. Anyone attempting to retaliate or to interfere with the investigation of a complaint of harassment will be disciplined up to and including discharge. All employees are encouraged to report inappropriate behavior and, when applicable, to participate as a witness in an investigation concerning a report of harassment without fear of retaliation. Retaliation of any form towards any employee who reports harassment, or participates in an investigation of harassment, is strictly prohibited.