



Policy: Productive Harassment-Free Environment

Issuing Dept: Human Resources

Effective Date: 4-16-09

Approved By:

Linda Watson
Chief Executive Officer

SCOPE

This policy applies to all employees of the Authority.

POLICY

The Authority is committed to providing a workplace free of harassment based upon race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, gender, sexual orientation, family care leave status, or veteran status. The Authority strongly disapproves of and will not tolerate harassment of employees by managers, supervisors, or co-workers. Similarly, the Authority will not tolerate harassment by its employees of non-employees with whom Authority employees have a business service or professional relationship. In addition, the Authority will attempt to protect Authority employees from harassment by non-employees in the workplace.

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive or hostile working environment or that interferes with work performance. Some examples include: slurs, jokes, offensive statements, posters, e-mails, cartoons, or other similar conduct based on any of the classes identified above.

Sexual harassment includes all of these prohibited actions as well as other unwelcome conduct such as requests for sexual favors, conversation containing sexual comments, and unwelcome sexual advances. Such conduct constitutes serious sexual harassment when:

- (1) submission to the conduct is made either an explicit or implicit condition of employment;
- (2) submission to or rejection of the conduct is used, at least in part, as the basis for an employment decision; or
- (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.



Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors, managers, non-supervisory employees, or non-employees is also prohibited. This conduct includes:

- Unwanted physical contact of any kind, including sexual flirtations, touching, advances, or propositions.
- Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or reference, and offensive personal references.
- Demeaning, insulting, intimidating, or sexually suggestive comments about an individual.
- The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs.
- Demeaning, insulting, intimidating, or sexually suggestive written recorded or electronically transmitted messages.

PROCEDURES AND RESPONSIBILITIES

It is the responsibility of all Authority employees to assist the Authority with strict adherence to our policy. Any employee who believes that a supervisor's, manager's, co-worker's, or non-employee's actions or words constitute unwelcome harassment has a responsibility to report the situation as soon as possible. The report or complaint may be made to the employee's supervisor, department head or Chief, any Human Resources representative, or the EEO Officer/Manager of Compliance.

All complaints of harassment will be handled and investigated by the EEO Officer/Manager of Compliance or the Director of Human Resources. All complaints will be investigated promptly and in as confidential a manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved.

Any employee, supervisor, or manager who is found to have violated the harassment policy will be subject to appropriate disciplinary action, up to and including immediate discharge. In addition, if an investigation of a complaint shows that the complaint or information was false, the individual who provides the false information will be subject to disciplinary action.



RETALIATION

The Authority prohibits any form of retaliation against employees for bringing bona fide complaints or providing information and/or cooperating with an investigation about harassment. Violations of this strict policy will result in disciplinary action up to and including immediate discharge.

REPLACES: Policy HR-013 with effective date of 10/25/01.