

**HARASSMENT
POLICY**

CITY OF ASHLAND

**Implementation Date: 3/1995
Revised 7/11/2000**

HARASSMENT POLICY

Harassment related to gender, race, religion, national origin, disability or age is unacceptable and will not be tolerated.

Gender harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Gender related harassment will be regarded as a violation of this policy when:

- 1) Submission to such conduct is made a condition of employment.
- 2) Submission to or rejection of such conduct is used as the basis for employment-related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignments, etc.
- 3) Other gender related harassing conduct in the work place is also prohibited. Such conduct includes but is not limited to:
 - Sexual flirtations, touching, advances or propositions;
 - Verbal harassment including jokes and stories of a nature related to gender;
 - Graphic or suggestive comments about an individual's attire or body;
 - The display in the work place of sexually suggestive objects or pictures, including photographs or internet print-outs.

Harassment that interferes with work performance and/or creates an intimidating, hostile or offensive work environment is not limited to unwelcome behavior involving male/female associations; it may involve employees of the same gender. Harassment may include jokes and stories of a nature related to gender, race religion, national origin, disability or age.

All complaints of harassment will be promptly and thoroughly investigated. Violations of the policy will be treated as serious infractions of the City's Standards of Conduct. All complaints of harassment will be kept as confidential as possible. Only those persons necessary for the investigation and resolution of complaint will be given information about it. Unauthorized disclosure of facts or opinions is prohibited and has disciplinary consequences.

The disposition of each complaint will be determined on a case-by-case basis. Discipline may include mandatory counseling, reduction in benefits and days off without pay up to and including termination.

COMPLAINT RESOLUTION PROCEDURE

Any questions or individual complaints involving harassment should be brought to the attention of the appropriate authority to be reviewed and resolved in accordance with the following procedure:

STEP 1: DIVISION DIRECTOR or DIRECTOR OF HUMAN RESOURCES & SAFETY

The claim should be presented to the Division Director or the Director of Human Resources. They will be asked to complete an Employee Complaint Form. The employee making the complaint will be promptly reviewed and investigated. The offended employee will be advised of the recommended disposition of the claim with five (5) working days.

STEP 2: MAYOR or LAW DIRECTOR

If the offended employee is not satisfied with the disposition of the claim in Step 1, an immediate appeal may be submitted in writing to the Mayor of the City of Ashland or the Law Director of the City of Ashland who will respond to the employee within seven (7) working days.

Harassment Complaint Form - STEP I

Employee Complaint Form

Name _____ Job Title _____

Department/Position _____

Name of Immediate Supervisor _____

Statement of Complaint *(Be specific, read policy statement before completing this section.)*

Date of Incident _____

Name(s) of Person(s) Accused of wrong doing

Name(s) of Witnesses _____

Description of Incident *(Describe actions of all persons involved, including yourself.)*

Adjustment Requested _____

Employee Signature _____

Date _____ Time _____ A.M./P.M.

Complaint Submitted To: *(Choose One)*

Director of Human Resources _____

(Name)

Division Director _____

(Name)

Div. Dir./Dir. H.R. Signature _____

Date Received _____