HARASSMENT POLICY

EMPLOYEE _____

PURPOSE

To define the City's policy on certifications prohibition of harassment in employment.

POLICY

Harassment of an applicant or employee by a supervisor, management employee or co-worker on the basis of race, religion, creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, age, or sexual preference is strictly prohibited.

Disciplinary action up to and including termination will be instituted for behavior described in the following definition of harassment.

DEFINITION

Harassment includes, but is not limited to:

1. **Verbal Harassment**. Epithets, derogatory comments or slurs or unwanted sexual advances.

2. **Physical Harassment**. Assault, impeding or blocking movement, or any physical interference with normal work or movement.

3. **Visual Forms of Harassment**. Derogatory posters, notices, bulletins, cartoons, or drawings.

4. **Sexual Favors**. Unwelcome sexual advances, requests for sexual favors, any other verbal or physical conduct of a sexual nature which is conditioned upon an employment benefit, unreasonably interferes with an individual's work performance or creates an offensive work environment.

5. **Retaliation**. Negative actions or acts taken in response to the filing of a harassment complaint.

I hereby acknowledge that I have read and understand the City of Turlock's Harassment in Employment Policy and will do my duty to comply with this Policy.

_____ Dated _____, 20____
Employee/ Volunteer Signature

_____ Dated _____, 20____
Witness Signature

06/07

PROCEDURE FOR FILING COMPLAINTS REGARDING HARASSMENT IN EMPLOYMENT

- When an employee feels that they have been harassed as defined in the City's Harassment In Employment Policy, they should file a complaint with the Personnel Officer so that an investigation can be performed.

- The Personnel Officer or designee will conduct an investigation of the complaint by interviewing the complainant and any witnesses to the alleged behavior. The Personnel Officer will also interview the individual(s) accused of harassment behavior.

- Based upon the results of the investigation, the Personnel Officer will make a determination regarding the validity and severity of any violation of the policy and recommend what action, if any, should be taken to correct the issues related to the complaint, including but not limited to, counseling, discipline or termination.

- The complainant will be advised at the conclusion of the investigation, if their complaint regarding harassing behavior was substantiated and in general terms, what remedial action will be taken against the individual(s) accused of harassment.