

Sample Harassment Policy

A. Policy:

Section 1. The members of the _____ are entitled to a work place free from harassment by other members. Reported incidents of alleged member harassment will be taken to an officer and the investigation will be done by the president or his/her designate, and if proven, will result in disciplinary action.

B. Prohibited Conduct:

Harassment based on national origin, race, religion, gender or age.

Section 1. Harassment of this type is conduct, which creates a hostile work environment characterized by vicious, frequent, and reprehensible instances of harassment based on national origin, race, religion, gender, or age. This would include:

- A. racial or ethnic slurs;
- B. posting or distribution of derogatory bulletins, pictures, cartoons, etc.;
- C. offensive humor, including racial and ethnic jokes;
- D. Derogatory comments or remarks concerning member's age, national origin, religion, gender or race.

Section 2. Harassment based on national origin, race, religion, gender, or age has also been found to be a violation of the Civil rights Act, when the harassment creates a hostile environment which goes beyond casual, infrequent, or isolated instances.

Section 3. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This would include:

- A. "Kidding" or "Teasing";
- B. Sexually-oriented or gender-oriented jokes or other offensive humor;
- C. Pressure, however subtle, for sexual activity;
- D. Physical contact, such as patting, touching, brushing against another's body in an inappropriate manner, etc.
- E. Derogatory gender-based comments, cartoons, bulletins, etc.

Section 4. This conduct is considered a form of sex discrimination and is prohibited by the Civil Rights Act of 1964 and 1991 (Title VII) when:

- A. Submission or conduct is explicit or implicit or implied condition of Membership or:
- B. Submission to or rejection of the conduct is used as a basis for personnel decision affecting the person involved, or:

- C. The conduct has the purpose or effect of substantially interfering with an individual's work performance or environment.
- D. Sexual harassment and harassment based on national origin, race, religion, gender, or age is strictly prohibited. Members must be aware that comments gestures, etc. while not intended to be offensive, may be interpreted as such by others, and act accordingly.

Section 5. Incidents of harassment prohibited by this policy, if proven, will result in prompt, corrective action, including discipline up to and including termination, if warranted.

Section 6. If the effected party is not satisfied with the action taken by the service the complaint may be presented to the next level of the governing organization for further investigation

C. Procedure: (Confidential)

Harassment based on origin, race, religion, gender or age.

Section 1. Overview

Any member who feels that he or she has been the victim of such harassment shall notify their immediate president, or alternatively, an officer. The president or his/her designee will notify both parties involved of the receipt of the complaint. The president or his/her designee will promptly, thoroughly and discreetly investigate the complaint. To the extent possible, the member's confidentiality and that of any witnesses and alleged harasser will be protected against unnecessary disclosure. If the investigation reveals that the member has been harassed, disciplinary action will immediately be taken against appropriate individuals.

Section 2. Responsibilities of the complaint

- A. Be knowledgeable as to what constitutes harassment
- B. Inform offender that their actions are not welcome
- C. Document time, place and any witnesses. Collect any physical evidence. (letters, notes, etc)
- D. Report offense to a supervisor or to the officer

Section 3. Responsibility of all management personnel

- A. Know and understand the harassment policy of your service.
- B. It is the responsibility of the management to be aware of harassment in the work place and investigate any complaint
- C. If members bring a harassment complaint to your attention you will:

1. Listen
 2. Make no judgement
 3. Assure members that all information will be kept as confidential as possible
 4. Collect any physical evidence
 - a. No retaliation
 - b. It will be investigated
 5. Take complete and concise notes
 6. Assure them an immediate investigation will be conducted (within 10 calendar days)
- D. Visit with the accused
1. Inform them that a complaint has been filed
 2. Let them tell you their side of the incident in question
 3. Assure them that immediate action will be taken with the determination of notification of punishment
- E. Interview any witnesses
- F. Check personnel files
1. Have there been prior allegations by the complainant
 2. Have there been previous allegations toward the harasser
- G. Based on the investigative process
1. At an executive officers meeting (within 30 calendar days)
 - a. Report all findings to the officers who will determine guilt or innocence and jointly confirm disciplinary action
 - b. Inform harasser that all incidents must stop immediately
 - c. Document: All reports, the investigation process, the determination of guilt or innocence, and disciplinary actions taken.

Section 4. Appeal process

Both the complainant and the accused shall have the right to appeal any aspect of the decision with which they disagree.

- A. Disagreement with the service executive board may be appealed to city manager or mayor
- B. All information that was discovered in the investigation shall be made available to the governing appeal body.