

 7/17/07
Approved – Mayor Paul Dennis Date

ANTI-HARASSMENT POLICY

As an employer, the City of Camas values the dignity of all employees and is committed to providing a respectful workplace, one that is harassment free and in which all individuals are treated with respect. The expectation is that managers, supervisors and employees will create and maintain a work environment that is respectful of all persons in it.

This policy applies to all workplaces and employees of the City of Camas, volunteers working on behalf of the City and individuals under contract to the City of Camas. Harassment is a form of discrimination and is an unlawful employment practice under Title VII of the 1964 Civil Rights Act and the Washington State Law Against Discrimination, Chapter 49.60 RCW.

Harassment is a concern for everyone and maintaining a harassment free workplace is everyone's responsibility. The City has a responsibility and a legal obligation to ensure employees are not exposed to unlawful harassment in the workplace and for the implementation of this policy. Supervisors and managers are responsible for providing a harassment free workplace and adherence to the policy. This includes taking appropriate preventive or corrective action reasonably designed to stop any harassment of which they are aware. Supervisors and managers should ensure that all employees' rights are protected and should support employees in the conflict resolution process.

Employees have a responsibility to create and support a workplace that is free of harassment by complying with this policy and by ensuring their behavior meets acceptable standards. Employees must refrain from discriminatory or harassing behavior. Employees who feel they have been harassed should ***promptly report their concerns under the complaint procedure set forth below.***

Policy:

Unlawful harassment in the workplace will not be tolerated. The abuse of one's authority or position to intimidate, coerce or harass is forbidden and is considered absolutely intolerable in the City workplace. Violation of this policy constitutes a disciplinary infraction that shall be dealt with through the appropriate measures up to and including termination.

Definitions:

Harassment: Harassment is a form of written or verbal discrimination (including email messages, written documentation and voicemail messages). This policy defines harassment as any objectionable conduct, comment or display by a person that:

- a. Is unwelcome;
- b. Is made on the basis of race, creed, religion, color, sex, sexual orientation, marital status, disability, or national origin; and
- c. Creates a hostile or offensive working environment.

Examples of Harassment

Harassment can include, but is not limited to, the following examples:

unwelcome remarks, jokes, innuendoes or taunts causing embarrassment or offense;
displaying objectionable materials, graffiti or pictures;
insulting gestures, jokes, disparaging written materials;
unwanted contact or attention (may be one time only or persistent);
inappropriate touching;
shunning and ostracizing;
threats, bullying, coercion, isolation;
actual or threatened physical assault;
verbal assault;
malicious gestures or actions; and
stalking.

Sexual harassment is behavior of a sexual nature which is unwelcome. It can include verbal behavior, including voicemail messages, such as unwanted sexual comments, suggestions, jokes, or pressure for sexual favors; non-verbal behavior such as suggestive looks and leering; written behavior including email messages, and physical behavior such as pats or squeezes, or repeatedly brushing against someone's body. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:

1. Submission to the conduct is made a condition of the individual's employment, whether implicitly or explicitly; or
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
3. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment which is intimidating, hostile or offensive to the employee.

Each employee must exercise his/her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Harassment may or may not be intentional. The impact on the recipient and the workplace is a measure of whether or not harassment has occurred.

Workplace:

For the purposes of this policy, the workplace includes, but is not limited to, the physical work site, break rooms, training sessions, business travel, field locations, conferences, work related social gatherings or any other place where the employee is required to be in service to the employer.

Confidentiality:

The City will not disclose the name of a complainant or an alleged harasser or the circumstances related to the complaint to any person except where disclosure is necessary for the purposes of investigating the complaint or taking corrective action with respect to the complaint or required by law. All information relating to verbal and written complaints shall be kept as confidential, as possible consistent with the need to investigate.

Process and Procedures:

If you feel that you or other employees have been subjected to harassment of any kind, you are encouraged to immediately identify the offensive behavior to the harasser and request that it stop.

If you are uncomfortable in addressing the matter directly with the harasser, or if you do so and the behavior does not stop, then discuss the matter immediately with the Human Resources department, your supervisor, or any supervisor with whom you feel comfortable. You should report the matter regardless of whether or not you have confronted the harasser.

You should also report any harassment by members of the public, customers, suppliers, or other persons whom you encounter at work. Your concerns will be promptly investigated by the City and you will not suffer retaliation for reporting your concerns.

Any supervisor or manager who becomes aware of any alleged incident of harassment should immediately refer the matter to the Human Resources department or the City Administrator for investigation. If the Human Resources Director is the subject of the complaint, the matter should be referred to the Mayor or his/her designee for investigation.

The complaint will be promptly investigated and may be assigned to an independent third party/contractor. The investigation will include interviews with the individuals involved and any witnesses who are available. Confidentiality during the investigation process is maintained to the degree possible.

Any action or conduct found to violate this policy may result in disciplinary action, up to and including discharge. Failure to maintain confidentiality may also result in disciplinary action.

ACKNOWLEDGMENT

ANTI-HARASSMENT POLICY

I acknowledge that I have read and understand the City of Camas Anti-Harassment policy and agree to comply with all stated policies, guidelines and procedures described therein. I am aware that the City reserves the right to change its policies as they become obsolete or outdated and that I will be notified of any such changes. I am aware that violations of this policy may subject me to disciplinary action, up to and including discharge from my employment.

Employee Name – print

Department

Employee Signature

Date