

Town of Washington Harassment Policy per Section 6: Performance & Disciplinary Procedures of the Administrative Policy and Procedures Manual

Harassment

It is the policy of the Town of Washington to promote a productive work environment that is free of conduct that harasses, disrupts, or interfered with work performance or that creates and intimidating, offensive or hostile environment.

All employees are expected to maintain and promote a productive working environment free of harassing or disruptive conduct and to report to management any harassment.

No form of harassment will be tolerated, including harassment because of an individual's race, national origin, religion, disability, pregnancy, age, military status, gender, sex. Although no form of harassment is to be tolerated, sexual harassment is specifically and expressly prohibited.

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is made a term of condition of employment (expressly or implicitly), when submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or when such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Sexual harassment includes, but is not limited to the following actions:

- a. unwelcome sexual flirtations, propositions, offensive touching, commenting on a person's physical characteristics;
- b. verbal abuse of a sexual nature, repetitive use of offensive words of a sexual nature describing body parts or the sexual act, telling suggestive or dirty stories, jokes, conversation between employees about subjects which are sexual in nature and perceived offensive;
- c. displaying in the workplace sexually suggestive objects, pictures, pornographic magazines, or representations of any action or subject sexual in nature which can be perceived as offensive

Offensive conduct between members of the same gender may constitute harassment, as well as conduct between members of the opposite sex.

Forms of harassment other than sexual harassment include slurs and other verbal or physical conduct relating to an individual's race, national origin, religion, disability, pregnancy, age, military status, or gender, which creates an intimidating, hostile, or offensive working environment or otherwise adversely affects an individual's employment opportunities.

Any employee who believes that the conduct or words of a supervisor, manager, other employee or non-employee constitutes harassment has a duty to report or complain about the situation to management as soon as possible.