

Work Place Harassment

Harassment, retaliation, coercion, interference, or intimidation of any employee due to that employee's race, religion, color, creed, sex, age, national origin, disability, sexual orientation, gender identity, genetic information or any other characteristic protected by local, state, or federal law is strictly forbidden. Harassing conduct in the workplace includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts or words; and written or printed materials that denigrate or show hostility to an individual or group made or posted in the workplace or in the course of employment for the County. Such conduct is a prohibited form of discrimination under state and federal employment laws and is also considered misconduct subject to disciplinary action up to and including termination.

If you believe that you are being harassed or subjected to discrimination of any kind, you should use the complaint procedure for sexual harassment allegations. The County prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

The prohibitions contained in this policy include all conduct and communication regardless of the form of that conduct or communication. This means that all forms of electronic communication, all types of social media, and all forms of interaction are covered.

Section 1.3 page 5 of the Boone County Handbook

See attached Harassment Complaint Form

PREVENTING SEXUAL HARASSMENT IN THE WORKPLACE

Purpose: It is the policy of Boone County that all employees are responsible for maintaining a workplace free from sexual harassment. Submission to sexual harassment shall not be a condition of employment or advancement with the County. The County prohibits offensive or inappropriate sexual behavior in the workplace, and all employees must avoid any conduct which could be viewed as sexual harassment. This policy has been prepared in accordance with the Equal Employment Opportunity Commission's directives and reaffirms that sexual harassment in the workplace is an unlawful employment practice under Title VII of the Civil Rights Act of 1964.

Definitions: Sexual harassment is illegal discrimination on the basis of sex. It can consist of unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual or harassing nature by supervisors, managers, co-workers, or others in the workplace. Sexual harassment exists when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of your employment;
2. Submission to or rejection of the conduct is used as the basis for decisions affecting your employment; or
3. The conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Sexual harassment may consist of a variety of behaviors, including, but not limited to the following examples:

1. Verbal conduct such as sexual innuendo, speculation, suggestive comments, jokes of a sexual nature, sexual propositions, or threats;
2. Non-verbal or visual material such as sexually explicit posters, photography, graffiti, cartoons, drawings, leering or gestures;
3. Physical conduct such as unwelcome touching, hugging, kissing, coerced sexual contact or assault;
4. Requests, threats, or demands to submit to sexual requests in order to keep your job or receive some job-related benefit;
5. Conditioning job-related benefits on submission to sexual advances or tolerance of a sexually hostile work environment, or giving preferential treatment because of submission to sexual advances or tolerance of a sexual hostile work environment;
6. Harassing messages sent electronically, including text messages, email, online postings (including "anonymous" postings fairly attributed to an employee), social media posts or messages, website or blog entries that are unwelcome and inappropriate or which are interpreted as a request, threat, or demand to submit to sexual requests; or
7. Retaliation for reporting or threatening to report harassment.

Procedures:

1. Any employee who has a complaint of sexual harassment at work, by anyone, including supervisors, department heads, co-workers, or visitors to the workplace, should immediately bring the problem to the attention of their Human Resource Director, the County Attorney, or any member of the Board of Supervisors. All employees are assured that they will not be retaliated against as a result of reporting a complaint about sexual harassment.
2. The person receiving a complaint of sexual harassment shall immediately notify the County Attorney or the Chair of the Board of Supervisors, who shall promptly name an impartial investigator. Investigations will be conducted in a timely manner. Confidentiality will be maintained to the extent that is possible.
3. Investigation of a complaint normally will include conferring with the parties involved and any named or apparent witnesses. All employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint under this policy, participating in an investigation, or filing a complaint with a state or federal agency.
4. Any employee determined after investigation to have harassed another employee will be subject to appropriate disciplinary procedures depending on the severity of the behavior, up to and including termination. The County will take appropriate action intended to punish the offender and to prevent further harassment.
5. In the event a non-employee subjects an employee to sexual harassment in the workplace, the employee's supervisor or manager will inform the non-employee of the County's policy against sexual harassment. Other action will be taken as appropriate.

Section 1.4 page 6 of the Boone County Handbook

See attached Harassment complaint Form