
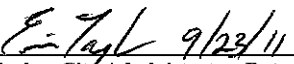
	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: HARASSMENT
	NUMBER: GEN 4-0	REVISIONS:	EFFECTIVE DATE: 9-19-2011
	SUPERCEDES:	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:   A. Max Bacon, Mayor, Date Eric Taylor, City Administrator, Date	

PURPOSE: To firmly state the City's policy against harassing behavior and establish an internal procedure for handling employee complaints relating to alleged sexual and other forms of illegal harassment.

STATEMENT OF POLICY

The City is committed to providing a professional work environment that maintains employee equality, dignity, and respect. In keeping with this commitment, the City strictly forbids discriminatory practices, including sexual harassment and other forms of harassment, as defined in this policy. Any harassment prohibited by this policy, whether verbal, physical or environmental is unacceptable and will not be tolerated whether it occurs in the workplace or at outside work-sponsored activities.

The City prohibits any verbal, physical or visual conduct, which could offend, intimidate or create a hostile working environment for any individual, on the basis of race, color, religion, national origin, sex, age, disability or any other characteristics protected by federal, state, or local law. The City also specifically prohibits sexual harassment, which is defined in this policy as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Conduct prohibited in this policy will not be tolerated under any circumstances, including cases where the conduct is unwelcome, and/or:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting the individual; or
3. The conduct has purpose or effect of unreasonably interfering with the individual's performance or of creating an intimidating, hostile or offensive working environment.

The types of behaviors that may constitute prohibited harassment include, but are not limited to:

1. Derogatory, vulgar, or graphic written or oral statements or jokes regarding race, color, religion, national origin, disability, gender, sexuality, sexual experience or any other characteristics protected by federal, state or local law;
2. Unwelcome or unnecessary touching or physical assault;
3. Sexual compliments, flirtations, advances, propositions, innuendoes, suggestions, or jokes; or
4. The display of offensive or sexually suggestive pictures or objects.

This policy applies to all City employees, managers, supervisors and other staff, whether related to conduct engaged in by fellow employees, supervisors, or someone who is not directly related to the City, such as a vendor, consultant, client, customer or other City contact.

It shall be the joint responsibility of managers, supervisors and the Human Resources Department to

ensure adherence to this policy. Human Resources will assist in the coordination and implementation of this policy. All supervisors and managers have the duty of ensuring that no individual or employee is subjected to sexual harassment or any other form of unlawful harassment, and of maintaining a workplace free of such harassment.

The City encourages employees to report all perceived incidents of harassment, regardless of the position of the alleged offender. Any employee who has a harassment complaint against a supervisor, co-worker, elected official, visitor, customer or other person, must bring the problem to the City's attention.

If you believe that you have been harassed, you should immediately report the incident to the Human Resources Director. If you are uncomfortable reporting the harassment to the Human Resources Director or if you believe that your complaint was not properly addressed, you should report the incident to the City Administrator.

The complaint will be thoroughly investigated in a professional manner. You will be notified of a decision or of the status of the investigation as soon as possible. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven.

There will be no discrimination or retaliation against any other individual who participates in the investigation of a harassment complaint. If the investigation substantiates the complaint appropriate corrective and/or disciplinary action (*up to and including termination*) will be pursued. Disciplinary action (*up to and including termination*) will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly.

Retaliatory action of any kind as a result of any individual or any employee seeking redress under this policy is prohibited and shall be regarded as a separate and distinct cause for complaint and discipline under this policy.

Actions taken internally to investigate and resolve harassment complaints shall be conducted confidentially to the extent practicable and appropriate, and consistent with the Georgia Open Records Act, in order to protect the privacy of persons involved.

If a harassment complaint is directed against the Human Resources Director, the responsibilities assigned above will be transferred to the City Administrator. If a harassment complaint is directed against the City Administrator, the responsibilities assigned above will be transferred to the City Attorney.