

CATEGORIES

DATE PROPOSED: 8/10/18

DATE OF VOTE: 8/10/18

ACCEPT (Y/N): Y

It is the policy of the Municipal Ice Complex (MIC) to provide a work environment free from all forms of harassment. The MIC does not tolerate harassment of employees and others based on, or related to, race, creed, color, national origin, sex, sexual orientation, gender identity, political or religious affiliation, or any other protected class. This policy applies to the actions of all supervisors, co-workers, independent contractors, and any other individual who comes into contact with an employee while an employee is performing his/her job duties., Any employee who violates this policy is subject to severe discipline, including termination of employment.

Retaliation against individuals who report harassment is strictly forbidden. Any employee who is found to have taken any adverse action against an individual because of the individual's good-faith report or complaint of harassment is subject to severe discipline, including termination of employment. This may apply even if it is determined that the harassment report or complaint is not valid.

Harassment is defined as a course of conduct directed at a specific person or a specific group of people that causes substantial emotional distress in such person or group of people and serves no legitimate purposes.

Sexual Harassment may take the form of an unwelcome act of a sexual nature by individuals of the same sex or opposite sex. Specifically, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when any of the following occurs:

- Submission to such conduct is made a term or condition of an individual's continued employment, promotion, or other condition of employment. This may occur by clearly-stated acts or words, or implied acts or words;
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or job applicant; or,
- Such conduct is intended to interfere or results in interference with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment may take the form of an unwelcome act of a sexual nature by individuals of the same sex or opposite sex. These acts may include, but are not limited to the following:

- (1) visual (leering and ogling)
- (2) verbal (derogatory remarks, innuendo and/or jokes)
- (3) sexual suggestions, propositions
- (4) physical (touching, pinching, brushing against another person's body, fondling and/or rape)
- (5) writings, notes, pictures, or graffiti of a graphic sexual nature.

Additionally, subtle pressure for sexual favors is considered harassment.

No supervisor shall threaten or insinuate, either by explicit or implied action(s), that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, assigned duties, or any other condition of employment or career development.

Race, color, religion, national origin, age, and disability harassment is defined as unwelcome statements, name-calling, or other verbal or physical conduct based upon an employee's race, color, religion, national origin, age, or disability when any of the following occurs:

- Submission to such conduct is made a term or condition of an individual's continued employment, promotion, or other condition of employment;
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or job applicant; or,
- Such conduct is intended to interfere or results in interference with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

Prohibited actions include, but are not limited to:

- (1) use of derogatory terms or descriptions of an individual or group of individuals based on race, color, religion, national origin, age, or disability
- (2) stating stereotypical classifications concerning the race, color, religion, national origin, age, or disability, of any employee or group of employees
- (3) display of signs, pictures, cartoons, written statements or other material that denigrates or discriminates against any employee(s) based on one's race, color, religion, national origin, age, or disability
- (4) general harassment, pushing, shoving, or other intentional acts perpetrated in whole, or in part, because of the employee's race, color, religion, national origin, age, or disability

Harassing conduct in the workplace, whether committed by supervisors or non-supervisory personnel is prohibited. Employees, while on duty, are specifically prohibited from engaging in harassing behavior, as defined in this policy, towards other employees, officials, or private citizens.

Any employee or other person, who believes he/she has been a victim of harassment, as defined herein, should bring the alleged act to the attention of the immediate supervisor, the Human Resources Administrator or the Facility Manager in a timely manner. In addition, any employee or other person who observes acts of harassment by another MIC employee should bring the alleged act to the attention of the immediate supervisor, the Human Resources Administrator or the Facility Manager. A supervisor to whom an alleged act of harassment is reported shall immediately contact the Senior Facility Manager.