

Example 1 – FROM SHRM’s Website

Objective

[Company Name] is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, [Company Name] expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

[Company Name] has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. [Company Name] will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with the director of human resources or a member of the personnel practices committee.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of [Company Name] prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Equal employment opportunity

It is the policy of [Company Name] to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. [Company Name] prohibits any such discrimination or harassment.

Retaliation

[Company Name] encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of [Company Name] to promptly and thoroughly investigate such reports. [Company Name] prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Sexual harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual’s work performance, or c) otherwise adversely affects an individual’s employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer’s premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to [Company Name] (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

[Company Name] encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, any member of the personnel practices committee, human resources or any ombudsman. See the complaint procedure described below.

In addition, [Company Name] encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. [Company Name] recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, human resources, any member of the personnel practices committee or any ombudsman.

[Company Name] encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

[Company Name] will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as [Company Name] believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to [Company Name]'s executive director or the chief operating officer.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

Example 2 – A LGIT Insured’s Policy

PURPOSE OF POLICY

This policy is intended to assure all employees of the City that harassment on the basis of any characteristic protected by law is unacceptable and will not be tolerated in the work place, to provide a procedure for filing a claim of harassment and to establish disciplinary actions for violations of this policy.

STATEMENT OF POLICY

It is the policy of the City that all employees have the right to work in an atmosphere with equal employment opportunities and an environment that is free from all forms of illegal discrimination and conduct that can be considered harassing, intimidating, coercive or disruptive, including retaliation. Actions, words, jokes or comments based on an individual’s race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), ancestry or national origin, age, disability (mental or physical), genetic information, marital status, or membership in the National Guard or Reserve, or any other characteristic protected under Federal, State or County law, will not be tolerated. For the purposes of this Policy, the term “employee” shall include all full-time, part-time and contingent compensated workers, contract employees, volunteers, and elected and appointed officials.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of City to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), ancestry or national origin, age, disability (mental or physical), genetic information, marital status, citizenship, or membership in the National Guard or Reserve, or any other characteristic protected under Federal, State or County law.

SEXUAL HARASSMENT

It is the policy of the City that harassment based on sex is strictly prohibited and will not be tolerated. Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's condition of employment, where submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim and harasser do not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person that was harassed but could be anyone affected by the offensive conduct.

Examples of sexual harassment include:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Suffering adverse employment action after refusing to perform a sexual favor;

- Discussing sexual activities;
- Telling off-color jokes;
- Unnecessary touching;
- Using demeaning or inappropriate terms, such as “Babe”, “Darling” or “Sweetheart;”
- Offensive or vulgar graffiti;
- Sexually offensive, explicit, or sexist signs, cartoons, calendars, literature, photographs or other graphics displayed in plain view;
- Repeatedly asking an individual for a date after he or she has already shown no interest;
- Commenting on a co-worker’s physical appearance or physical attributes;
- Looking a co-worker up and down;
- Offensive or vulgar e-mails or text messages; or
- Sabotaging the victim’s work.

Sexual harassment can also have an effect on an individual not directly involved. For example, an employee may tell an off-color story to a co-worker that neither finds offensive. However, if another person, not involved in the discussion, overhears the story and finds it offensive, the third person was affected by the conduct and sexual harassment occurred.

Unchecked sexual harassment can also have less identifiable consequences on others in the workplace. Persons witnessing the harassment may feel the same loss or damage as the person toward whom the conduct is directed. Harassment problems which are either ignored or denied by supervisors or management can erode overall morale and productivity.

HARASSMENT

It is the policy of the City that harassment on the basis of any other protected characteristic is also strictly prohibited and will not be tolerated. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), ancestry or national origin, age, disability (mental or physical), genetic information, marital status, or membership in the National Guard or Reserve (or any other characteristic protected by under Federal, State or County law), or that of his or her relatives, friends or associates, and that:

- has the purpose or effect of creating an intimidating, hostile or offensive work environment,
- has the purpose or effect of unreasonably interfering with an individual’s work performance, or
- otherwise adversely affects an individual’s employment opportunities.

Examples of harassing conduct include:

- The use of racially charged symbols such as nooses, swastikas, and burning crosses;
- The use of racially charged derogatory words, phrases, or epithets;
- Demonstrations of a racial or ethnic nature such as the use of a gesture;
- Displaying pictures or drawings which would offend a particular racial or ethnic group;
- Comments about an individual’s skin color or other racial or ethnic characteristics;
- Making disparaging remarks about an individual’s gender that are not sexual in nature;
- Negative comments about an employee’s religious beliefs or lack of religious beliefs;
- Expressing negative stereotypes regarding an employee’s birthplace or ancestry;

- Negative comments regarding an employee's age;
- Derogatory or intimidating references to an employee's mental or physical impairments; or
- Sending e-mails or text messages that are racially or ethnically charged.

COMPLAINT PROCEDURE

It is important that employees who experience sexual or other unlawful harassment clearly state to the alleged harasser that his/her behavior is offensive to them. The alleged victim is also encouraged to document the date, time and details of the situation that they found objectionable and the date, time and manner they used to make the harasser aware that the conduct was unwelcome.

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to report to the supervisor, they should report the instance to another supervisor, their Department Head or the Human Resource Officer.

The City encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Once a complaint is received by a supervisor, it must immediately be shared with the head of the alleged victim's department and the Human Resource Officer. The Human Resource Officer, or his/her designee, will provide guidance on protecting the alleged victim and guidance and assistance with the investigation.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have witnessed the alleged conduct or may have other relevant knowledge.

The City will maintain confidentiality throughout the investigatory process to the maximum extent possible consistent with adequate investigation and appropriate corrective action.

NON-EMPLOYEES

It is possible that the individual accused of harassment is not a City employee. If an employee claims to have been harassed by a contractor or vendor working for the City, or other non-employee, the report should be forwarded to the employer of the accused individual along with the request that the individual involved have no further dealings with City employees. Should the situation reoccur with the same individual or with a different employee of the same company, the City will consider terminating contractual services with the offending company.

RETALIATION

The City encourages good faith reporting of all incidents of discrimination or harassment. The City prohibits, and will not tolerate, retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. This includes both direct retaliation or reprisal, or the encouragement of others to engage in retaliation or reprisal against any person who:

- Opposes any conduct prohibited by this policy;
- Complies or encourages others to comply with any provision of this policy;
- Files a complaint concerning any violation of this policy;
- Testifies, assists, or participates in any investigation resulting from a complaint under this policy; or
- Exercises or attempts to exercise any right provided under this policy

COOPERATION WITH INVESTIGATIONS

It is the duty of each employee of the City to cooperate to the fullest extent possible with an investigation into a claim of harassment. Any employee who refuses to cooperate may be subject to disciplinary action. Similarly it is expected that contractors or vendors working for the City will cooperate with such an investigation. Refusal to do so could jeopardize future business dealings with the City.

CORRECTIVE ACTION

If it is determined that harassment occurred and that it resulted in, or was used as a basis for, a personnel decision that was not related to work performance (i.e. change of assignment, change in compensation or any other term or condition of employment) that personnel decision should be reevaluated based on the currently available information.

DISCIPLINARY ACTIONS

Individuals who engage in harassment will be subject to appropriate disciplinary ranging from a verbal reprimand to termination of employment as provided in the City policy on Progressive Discipline. Due to the range of actions or conduct that can be classified as harassment, it is difficult to assign specific disciplinary actions. However, the disciplinary action will be commensurate with the offense. For example, employees who are found to have engaged in *quid pro quo* harassment are subject to immediate termination.

The investigators will recommend disciplinary actions based on their findings and the City's policy on Progressive Discipline. As provided in that policy any discipline greater than a three-day suspension will require approval of the City Administrator.

Supervisors who become aware of such conduct and fail to take appropriate action as provided in this policy may also be subject to disciplinary action within the range provided by the City Policy on Progressive Discipline.

FALSE STATEMENTS

It is important that employees who believe they have experienced harassment feel confident that they can seek redress through this policy without fear of reprisal from co-workers or management. On the other hand, few claims can be as damaging to the career of an individual, to the morale of a department or the public image of the City than a false claim of harassment. Individuals who falsely report such activities with malicious intent, or intentionally make false, misleading or incomplete statements to those investigating such claims may be subject to disciplinary action up to and including termination of employment.

Example 3 – A LGIT Insured’s Policy

WORKPLACE HARASSMENT

POLICY

_____ is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, intimidating, coercive or disruptive, including sexual harassment. Actions, words, jokes or comments based on an individual’s sex, race, color, ancestry or national origin, age, religion, disability, sexual orientation, genetic information, pregnancy, marital status, gender identification, or any other legally protected characteristic will not be tolerated.

_____, in recognition of its obligation to maintain a place of employment that is free of harassing, intimidating, abusing or disruptive conduct, shall take positive and prompt corrective action where necessary in accordance with this policy.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work performance, is used as a basis for employment decisions affecting an individual, or creates an intimidating, hostile or offensive work environment.

The victim, as well as the harasser, may be a woman or a man. The victim does not have to be of the opposite sex.

The following are examples of sexual harassment:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Suffering adverse employment action after refusing to perform a sexual favor
- Discussing sexual activities
- Telling off-color jokes
- Unnecessary touching
- Commenting on physical attributes
- Using demeaning or inappropriate terms, such as “Babe”, “Darling” or “Sweetheart”
- Offensive or vulgar graffiti
- Sexually offensive, explicit, or sexist signs, cartoons, calendars, literature or photographs displayed in plain view
- Repeatedly asking an individual for a date after he or she has already shown no interest
- Commenting on a co-worker’s physical appearance
- Looking a co-worker up and down
- Offensive or vulgar e-mails or text messages
- Sabotaging the victim’s work

The following are examples of harassment based upon characteristics other than sex:

- The use of racially charged symbols such as nooses, swastikas, and burning crosses
- The use of racially charged derogatory words, phrases, or epithets
- Demonstrations of a racial or ethnic nature such as the use of a gesture
- Displaying pictures or drawings which would offend a particular racial or ethnic group
- Comments about an individual's skin color or other racial or ethnic characteristics
- Making disparaging remarks about an individual's gender that are not sexual in nature
- Negative comments about an employee's religious beliefs or lack of religious beliefs
- Expressing negative stereotypes regarding an employee's birthplace or ancestry
- Negative comments regarding an employee's age when referring to any employee who is 40 years of age or older
- Derogatory or intimidating references to an employee's mental or physical impairments
- Sending e-mails or text messages that are racially or ethnically charged

_____ provides training to prevent harassment in the workplace in order to ensure all employees that they have the opportunity to work in an environment free of sexual and other unlawful harassment.

Employees have a responsibility to conduct themselves in a manner which ensures the proper performance of their job responsibilities and maintains our members' confidence.

Employees who experience sexual or other unlawful harassment should clearly state to the alleged harasser that his/her behavior is offensive to them.

If you feel you have been victimized by unlawful harassment, or have witnessed unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to report to your supervisor, you should immediately contact the Human Resources office or another supervisor.

You can raise concerns and make reports without fear of reprisal or retaliation. Reprisal or retaliation is strictly prohibited. This includes both direct retaliation or reprisal, or the encouragement of others to engage in retaliation or reprisal against any person who:

- Opposes any conduct prohibited by this policy;
- Complies or encourages others to comply with any provision of this policy;
- Files a complaint concerning any violation of this policy;
- Testifies, assists, or participates in any investigation or hearing resulting from a complaint under this policy; or
- Exercises or attempts to exercise any right conferred under this policy

All allegations of harassment will be quickly, fairly, and discreetly investigated. To the extent possible, the confidentiality of the alleged victim, the alleged harasser, and any witnesses will be

protected against unnecessary disclosure. Summaries of witnesses' statements and the investigator's findings and recommendations shall be in writing. When the investigation is completed, the alleged victim and the alleged harasser shall be informed of the outcome of the investigation.

Any director or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources office or the ___ Administrator so it can be investigated in a timely and confidential manner. Any employee engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment. In addition, anyone found to have intentionally and maliciously made a harassment claim may also be subject to disciplinary action, up to and including termination of employment.

Example 4 - HR Compliance Portal Harassment Policy - SHORT VERSION Harassment Policy

We expect all employees to be treated with fairness, respect, and dignity. This includes customers and vendors as well as employees. Accordingly, any form of harassment based on an individual's race, color, sex, sexual orientation, religion, ethnicity, national origin, age, disability, pregnancy, gender identification or other protected characteristic is a violation of this policy and will be treated as a disciplinary matter.

The term harassment includes slurs and any other offensive remarks, jokes, graphic material, or other offensive verbal, written, or physical conduct. Unwelcome sexual advances, requests for sexual favors, and any other unwelcome, unbecoming verbal or physical conduct will not be tolerated and is not a condition of employment.

Neither submission to nor rejection of such conduct will be used as a basis for employment decisions. We are committed to maintaining a safe and healthy work environment and take all appropriate health and safety precautions consistent with current medical knowledge. Employees may not refuse to work with or cooperate with, withhold services from or otherwise harass, intimidate, degrade or isolate a co-worker because of a known or suspected disability or disease, or because of a co-worker's association with a person with a disability or disease. Any employee who believes that he or she has been subject of harassment shall immediately report the conduct to Your Supervisor, Another Supervisor, A Department Head, Human Resources ____ Administrator.

All complaints will be promptly investigated and we will endeavor to handle these matters expeditiously, confidentially, and in a professional manner so as to protect the offended individual and other individuals providing relevant information. Upon completion of a thorough investigation by management, prompt and appropriate action will be taken. There will be no retaliation against anyone for stepping forward with a concern regarding any type of harassment. All employees are to cooperate with any investigation into a harassment complaint. False accusations of harassment cause harm to innocent people and such conduct will not be tolerated.

We will take all steps necessary to prevent any form of harassment from occurring. All supervisors and managers are informed of this policy and have been instructed as to what constitutes proper and improper behavior. We are prepared to promptly take steps necessary to enforce this policy. Violations of this harassment policy will result in disciplinary action, up to and including discharge.

Example 5 - HR Compliance Portal Harassment Policy – LONG VERSION Harassment Policy

_____ provides equal employment opportunity to all employees and applicants. This means that all employment decisions, including hiring, placement, discipline, promotion, leave of absence, job assignment, compensation, transfer, layoff, recall, and termination and access to benefits and training, are made without regard to race, color, creed, religion, sex, sexual orientation, alienage, citizenship status, marital status, status as a Vietnam era veteran, national origin, age, disability, genetic information, sexual identification, or any other characteristic protected by federal, state, and/or local law.

Equal employment opportunity also encompasses _____ commitment to maintaining a work environment that is free of unlawful discrimination and harassment. In furtherance of this commitment, employees are not to display or electronically send pictures, cartoons, posters, e-mail, or jokes that may reasonably be deemed offensive because of race, color, religion, sex, sexual orientation, alienage, citizenship status, marital status, status as a Vietnam era veteran, national origin, age, handicap, disability, genetic information, sexual identification, or any other characteristic protected by federal, state, and/or local law. Similarly, employees are not to make comments, jokes, epithets, pranks, innuendos, gestures, touchings, nor to engage in any other form of conduct, that may reasonably be deemed offensive based upon the protected characteristics mentioned above.

Sexual harassment is a form of unlawful harassment that is based on an individual's sex or is of a sexual nature. It includes, but is not limited to, the types of prohibited harassment identified above, as well as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct. Such conduct constitutes sexual harassment when any of the following occur or are present: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submitting to or rejection of such conduct is used as the basis for employment decisions; and/or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment. All unlawful harassment, including sexual harassment, is strictly prohibited.

The prohibitions above include discrimination and harassment in any workplace context, including conferences, meetings, social events, and work-related activities and trips. These prohibitions include unlawful harassment and discrimination from or towards managers, co-workers and other employees as well as non-employees with whom _____ has a business or professional relationship, including but not limited to vendors, visitors, customers, clients, etc..

If you believe that you have been subjected to or witnessed offensive, hostile or any other conduct in violation of this policy, or if you believe that you have been subjected to unlawful discrimination in the terms or conditions of your employment, you must immediately report the matter as follows:

Reporting Complaints of discrimination or harassment

_____ encourages and expects every employee to report incidents of discrimination or harassment, whether they are directly involved or are merely a witness. If any employee believes that he or she is being discriminated against or harassed or has been subjected to discrimination or harassment by a coworker, supervisor, manager or other individual at the workplace, or believes that his or her employment is being or has been adversely affected by such conduct, or believes that he or she has witnessed such conduct, the employee should report the concerns (orally or in writing) IMMEDIATELY to his or her supervisor, manager, next level manager, another manager, or the Human Resources department.

Once the matter has been reported, a prompt investigation will be conducted and, to the extent that it does not compromise the integrity of the investigation, confidentiality will be maintained concerning the allegations. Should the investigation establish that an individual has engaged in conduct prohibited under this Policy, disciplinary action warranted by the results of the investigation will be taken against the offending employee(s). To be clear, any employee found to be engaging in conduct prohibited under this Policy will be subject to discipline, up to and including termination.

Employees who fail to cooperate with an investigation, or who knowingly provide false information in connection with a complaint or an investigation, will be subject to discipline, up to and including termination, as well.

Prohibition Against Retaliation

_____ prohibits and will not tolerate any form of retaliation against an employee who has filed a complaint in good faith or an employee who, in good faith, has cooperated or participated in an investigation of a complaint. If you have filed a complaint, or have participated in an investigation, and believe that you are being or have been retaliated against, you MUST immediately report this matter to one of the persons mentioned above in the sub-section titled “Reporting Complaints of Discrimination or Harassment.”

If you believe that you have been subjected to discrimination because of your race, color, religion, sex, sexual orientation, alienage, citizenship status, marital status, status as a Vietnam era veteran, national origin, age, disability, genetic information, gender identification, or any other characteristic protected by federal, state and/or local law, or if you believe that you have been retaliated against for complaining about discrimination or participating in an investigation, it is your responsibility as an employee to utilize the complaint procedure established in this Policy for the purposes of preventing and correcting this unacceptable workplace behavior.

Example 6 – A LGIT Insured’s Policy

SECTION II - GENERAL POLICIES

Harassment Prohibited

The County prohibits all forms of harassment as described herein. This prohibition pertains to outside vendors as well as all County employees, elected officials, and volunteers. Any form of harassment based on an employee’s race, color, gender, religion, national origin, age, physical or mental disability, sexual orientation, marital status, pregnancy, veteran status, gender identification, genetic information, or any other classification protected by federal, State, or local law, is a violation of County policy and shall be grounds for disciplinary action up to and including termination of employment. Those in a supervisory or managerial position will be responsible for taking proper action to insure any such behavior in their work areas is prohibited.

- **Sexual Harassment**

Sexual harassment is verbal or physical conduct of a sexual nature where submission to such conduct is made a condition of employment; submission to or rejection of such conduct is used as the basis for employment decisions; or such conduct creates a hostile work environment. Sexual harassment may include, but is not limited to, making unsolicited and unwelcome written, verbal, physical, or visual contact with sexual overtones; making unwelcome sexual advances; making reprisals, threats of reprisal, or implied threats of reprisal following a rejection of a sexual advance; engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the employment conditions and/or work environment of another employee; offering favors of any type of employment benefits in exchange for sexual favors.

Employees should refrain from activity such as intentional physical conduct that is sexual in nature, sexually oriented gestures, noises, remarks, jokes or comments about a person’s sexuality or sexual experience, unwelcome requests for a romantic relationship, and displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic, and other similar activities.

- **Illegal Harassment Other than Sexual Harassment**

Illegal harassment other than sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion to an employee because of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibility, disability, pregnancy, political affiliation, veteran status, or any other status protected by applicable law when such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance, creating an intimidating, hostile, or offensive work environment, or otherwise adversely affects an individual’s employment opportunities. Employees should not engage in verbal abuse, including slurs, epithets, and stereotyping; offensive jokes and comments; threatening, intimidating, or hostile acts; displaying or distributing offensive materials, writings, graffiti, or pictures and other similar activities.

- Complaint Procedure for Sexual Harassment, Discrimination or Other Illegal Harassment

The County prohibits retaliation against any employee who rejects, protests, or complains about harassment or discrimination of any type. Employees must report all types of harassment or discrimination so the County may take appropriate action. Every complaint of harassment or discrimination will be thoroughly investigated without bias or premature judgment. Such an investigation includes, but is not limited to, interviews with the complaining employee, the subject of the complaint, co-workers, other employees, and other individuals who may have knowledge of the situation. The investigation may also include a review of files of other tangible evidence as appropriate. Appropriate disciplinary action will be taken in those cases where the complaint is determined to have merit.

If an employee believes that he or she has been discriminated against or harassed in violation of the County's policies or any applicable law, or if an employee believes he or she has witnessed discrimination or harassment, the employee must promptly report the violation to either his or her immediate supervisor or the Director of Administrative Services. If the employee for any reason does not want to approach his or her supervisor, and the Director of Administrative Services is not available, then the employee must promptly report the complaint to the County Manager. The employee should be prepared to specify when and where the discrimination or harassment occurred and identify all parties involved in the incidents, whether such individuals are victims, perpetrators, or witnesses.

The County Administrator or designated representative shall investigate all alleged violations of this policy. The investigation of all complaints will be handled in a timely and confidential manner. Information concerning the complaint will not be released by the County to any third party or to any County employee who is not involved with the investigation of the complaint. Employees are prohibited from discussing the complaint outside the investigation process. The purpose of this provision is to protect the confidentiality of the complaint, to encourage the reporting of any incidents of harassment, and to protect the reputation of any employee wrongfully charged with harassment. The investigation of the complaint will normally include conferring with the parties involved and any named or apparent witness. Employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or providing information during a complaint investigation.

Each employee's compliance with this procedure is vital to the County's ability to respond effectively to reported incidents and prevent such conduct from being repeated. The purpose of this procedure is to provide an effective method to resolve any allegations of harassment in a timely and fair manner. The policy of the County is to provide a work environment free from illegal harassment and discrimination; individuals who violate this policy, as well as individuals who intentionally and maliciously file false reports or make false statements, are subject to disciplinary action up to and including termination of employment.