

**ORDINANCE NO. 2024**

**AN ORDINANCE AMENDING AND RE-ENACTING SECTION 29.08.04040(1)-(2) OF THE CITY CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING THE CITY'S HARRASSMENT POLICIES**

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF DICKINSON, NORTH DAKOTA, AS FOLLOWS:

**Section 1:** Section 29.08.04040 of the City Code of the City of Dickinson is hereby amended and re-enacted as follows:

**Section 29.08.04040 General Provisions**

**1. Equal Employment Opportunity**

The City of Dickinson is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. The City of Dickinson strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered individuals because of race, religion, creed, color, national origin or ancestry, sex (including gender, pregnancy, and sexual orientation), age, disability, political affiliation, genetic information, marital status, past, current, or prospective military service, participation in lawful off-duty conduct off the employer's premises which is not in direct conflict with the employer's essential business interest, or any other basis prohibited by federal, state, or local law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

Violations of this policy by any municipal employee may be cause for immediate disciplinary action, up to and including termination of employment. Any employee who feels they have been discriminated against should bring this concern to their supervisor or higher authority according to the appeals procedure specified in Section 29.08.04.140 of this manual.

**2. Anti-Harassment Policy**

The City of Dickinson is committed to providing a work environment that is free from discrimination and harassment. To maintain this commitment, the municipality will not tolerate any form of unlawful harassment against employees or any other covered individuals because of race, religion, creed, color, national origin or ancestry, sex (including gender, pregnancy, and sexual orientation), age, disability, political affiliation, genetic information, marital status, past, current, or prospective military service, participation in lawful off-duty conduct off the employer's premises which is not in direct conflict with the employer's essential business interest, or any other basis prohibited by federal, state, or local law.

## **2.1 Statement of No Tolerance**

Harassment based on any protected characteristic in the workplace is prohibited by federal, state, and local law, whether committed by supervisory or non-supervisory employees, and will not be tolerated. Retaliation or intimidation directed toward an individual who complains about harassment in good faith or who participates in an investigation into a harassment allegation is also prohibited by law. Such misconduct will not be tolerated by the City under any circumstances and is grounds for disciplinary action, up to and including termination of employment. The City will endeavor to take prompt remedial measures to immediately take appropriate action to address harassment allegations.

## **2.2 Harassment by Non-Employees**

The City will address and attempt to eliminate unlawful harassment based on a protected characteristic of or by non-employees, such as customers or visitors, including by referring matters to law enforcement authority when appropriate.

## **2.3 Employment Protections to Complaining Party**

The City strictly prohibits retaliation against an individual who, in good faith, reports unlawful harassment or participates in an investigation of harassment. This policy extends to all terms and conditions of employment, including, but not limited to, wages, advancement, evaluations, assigned duties, shift assignments, and career development.

## **2.4 Definition of Behavior Constituting Sexual Harassment**

The City prohibits harassment of employees and other covered persons based on an individual's sex (including pregnancy, sexual orientation, and gender), regardless of the harasser's sex or gender.

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

**2.4.1** Submission to the advance, request, or conduct is either explicitly or implicitly made a term or condition of employment, including, but not limited to, as it relates to wages, advancement, evaluation, assigned duties, shift assignment, and career development.

**2.4.2** Submission to or rejection of the advance, request, or conduct is used as a basis for employment decisions.

**2.4.3** Such advances, requests, or conduct have the purpose or effect of substantially interfering with work performance by creating a hostile, intimidating, or offensive employment environment that may be considered offensive to another employee, including, but not limited to:

- repeated sexual flirtations, advances, or propositions;
- continual or repeated verbal abuse of a sexual nature;
- foul language;
- unwanted physical contact;
- graphic verbal commentaries about an individual's body or manner;
- sexually degrading words used to describe the individual;
- the display of sexually explicit pictures, cartoons, or other materials.

## **2.5 Definition of Other Harassment**

The City's Anti-Harassment Policy applies equally to harassment based on other protected characteristics, such as race, religion, creed, national origin, ancestry, age, physical or mental disability, citizenship, genetic information, military service, or any other characteristic protected under federal, state, or local law.

Such harassment often takes a similar form to sexual harassment and includes harassment that is (a) verbal (e.g., epithets, slurs, derogatory comments, or jokes, (b) physical (e.g., assault or inappropriate contact), and (c) visual (e.g., derogatory drawings or gestures). These examples are illustrative only and not exhaustive. No form of harassment will be tolerated.

## **2.6 Method of Filing a Complaint**

Any employee who believes they have been subjected to or witnessed conduct that violates this Anti-Harassment Policy must immediately report the matter to one of the following in order of preference: the City Attorney; the Human Resource Coordinator; the City Administrator; or to a Department Head. Any Supervisor, who becomes aware directly or indirectly, of a potential harassment issue must immediately contact the City Attorney, the Human Resource Coordinator, or the City Administrator, who will initiate an investigation. A Supervisor's failure to timely report potential harassment issue may result in discipline, up to and including termination of employment. The reporting obligation is absolute and not discretionary.

If the City Administrator is the offending party, the exempt employee should immediately notify the president of the City Commission, who will assign a qualified investigator(s) to perform an investigation.

## **2.7 Complaint Investigation Process**

Upon becoming aware of potentially unlawful harassment, the City Attorney and the City Administrator, or a designee, will assign a qualified investigator(s) to

perform an investigation. The person or persons tasked with investigating the complaint will make a thorough and impartial investigation of the complaint, which will include the following:

- Interview of Complaining Party
- Interview of Offending Party
- Interview of Other Parties as necessary

All employees must cooperate with any such investigation. If the person or persons tasked with investigating the complaint finds through investigation that the complaint has grounds, the City Administrator will decide the appropriate disciplinary action for the offending party, keeping in mind the serious nature of this type of offense and will detail the findings of the investigation and outcome in a written notice, which will include the investigator's report. The City will maintain confidentiality in the investigative process to the extent possible without jeopardizing the effectiveness of the investigation and in compliance with open records laws.

## **2.8 Process If the City Administrator is the Offending Party**

If the City Administrator is the offending party, the appropriate qualified investigator will turn his/her findings over to the President of the City Commission. It will be the City Commission's responsibility to take appropriate actions.

If at any time criminal charges may become applicable, the appropriate law enforcement authority will take the lead in the investigation.

## **2.9 Rights of Offending Party**

The person about whom any sexual or any other harassment complaint has been filed will receive notice and an opportunity to appeal as described in Section 29.08.04.120 of this manual.

## **2.10 Violence Prevention**

The City endeavors to provide a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

### **2.10.1 Prohibited Conduct**

We do not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors provides examples of conduct that is prohibited:

- Causing physical injury to another person.
- Making threatening remarks.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.

- Intentionally damaging employer property or property of another employee.
- Possessing an unauthorized weapon while on City property or while on City business.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

### **2.10.2 Reporting Violent Situations**

Any potentially dangerous situations must be immediately reported to a supervisor or the human resource (HR) department. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of investigations will be discussed with them. The City will actively intervene at any indication of a possibly hostile or violent situation.

### **2.10.3 Risk Reduction Measures**

#### **Hiring**

The City takes reasonable measures to conduct background investigations to review candidates' backgrounds and to reduce the risk of hiring individuals with a history of violent behavior.

**Inspection** The City may conduct periodic inspections of the premises to evaluate and determine any vulnerabilities to workplace violence or hazards and will endeavor to take corrective action to reduce known risks.

#### **Individual Situations**

Although we do not expect all employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the HR department if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons in a threatening way, or bringing them to the workplace (exceptions for public safety or other authorized personnel in the course of their official duties).
- Displaying overt signs of extreme stress, resentment, hostility or anger.
- Making threatening remarks.
- Showing sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

Threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

**Section 2:** Repeal of Ordinances in Conflict. All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

**Section 3:**     Severability. In the event any section of this Ordinance is held invalid by court of competent jurisdiction, the invalidity shall extend only to the section affected, and other sections of this Chapter shall continue in full force and effect.

**Section 4:**     Effective Date: This Ordinance shall be in full force and effect from and after final passage.

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Scott Decker, President  
Board of City Commissioners

ATTEST

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Dustin Dassinger, City Administrator

First Reading:  
Second Reading:  
Final Passage: