

**SUBMITTED BY:** Denis Fitzgibbons, City Attorney

**MANAGEMENT TEAM REVIEW:** Ana Urquijo, City Manager

**FOCUS AREA:** Other / NA

**ORGANIZATIONAL  
IMPROVEMENTS:**

**SUBJECT:** **APPROVAL of the UPDATED City of Douglas Administrative Policy 4.01,  
POLICY AGAINST HARASSMENT.**

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**EXECUTIVE SUMMARY:**

The City of Douglas previously adopted a Policy against Harassment on July 10, 1996. Therefore, approval is needed to update the City of Douglas Administrative Policy 4.01, Policy Against Harassment.

**BACKGROUND:**

The Policy has been updated to be a comprehensive harassment policy as outlined by the Equal Employment Opportunity Commission.

This Policy will apply to all employees of the City of Douglas and prohibits unlawful discrimination, harassment and retaliation of any kind. Harassment will not be tolerated by individuals employed by, working for, or doing business with the city, including employees, appointed and elected officials, applicants, customers, volunteers, contractors, sub-contractors and the public.

The Policy provides definitions and examples of prohibited conduct. The Policy also outlines the steps to file a complaint, the investigative process, and prohibits retaliation for the filing of a complaint.

As recipients of federal grants, the city needs to ensure the policy is updated with the latest EEOC recommendations to meet certain guidelines.

**DISCUSSION:**

Staff recommend approval.

**FISCAL IMPACT:**

N/A

**Fiscal Year:** 2024/2025

**Amount Requested:**

**Budgeted:**

**Account (s):**

**“...I MOVE THAT THE MAYOR AND COUNCIL APPROVE THE UPDATED CITY OF DOUGLAS  
ADMINISTRATIVE POLICY 4.01, POLICY AGAINST HARASSMENT.”**