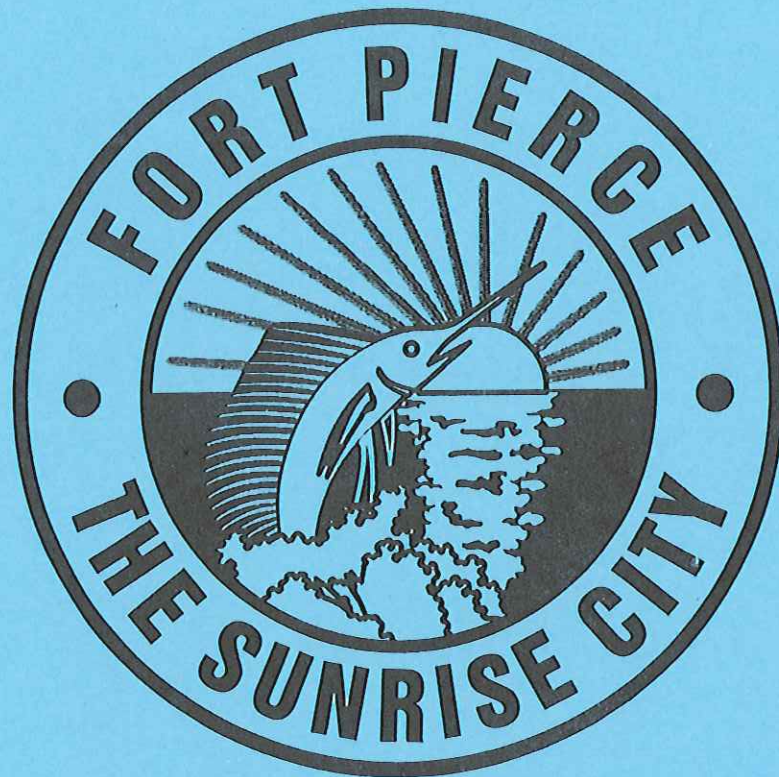


City of Fort Pierce



Sexual Harassment Policy

Administrative Services

August 1998

ADDENDUM TO SECTION 3.02

SEXUAL HARASSMENT

PURPOSE

This handbook has been designed by the Personnel Department to:

1. Provide all employees of the City of Fort Pierce with a copy of the City's policy statement on, and definitions of, sexual harassment.
2. Direct employees to the Personnel Department to ask questions about the City's policy statement on sexual harassment.
3. Provide employees and management with guidelines for their conduct and responsibilities.
4. Provide employees with guidelines for making a sexual harassment complaint.

Name: _____

Dept: _____

(Print Your Name)

Date

POLICY STATEMENT
(from the City's Personnel Rules and Regulations)
SECTION 3.02
NON-DISCRIMINATION & SEXUAL HARASSMENT

It is the policy of the City of Fort Pierce that all employees should be able to enjoy a work environment free from all forms of discrimination, including sexual harassment. Therefore, pursuant to the guidelines on sex discrimination issued by the Equal Employment Opportunity Commission, the City endorses the following policy:

- A. It is illegal and against the policies of the City for an employee, male or female, to sexually harass another employee by:
 - 1) making unwelcome sexual advances or requests for favors or other verbal or physical conduct of a sexual nature a condition of an employee's continued employment, or 2) making submission to or rejections of such conduct the basis for employment decisions affecting the employee, or 3) creating an intimidating, hostile or offensive working environment by such conduct.

- B. Any employee who believes he or she has been the subject of sexual harassment should report the alleged act, immediately after the alleged harassment occurs, to the Personnel Department or Administration. An investigation of all complaints will be undertaken immediately. Any department head, supervisor or other employee who has been found by the City, after appropriate investigation, to have sexually harassed another employee will be subject to appropriate sanctions, depending on the circumstances, up to and including termination.

- C. Any malicious accusations will be handled in accordance with Section 3.02 of the City's Personnel Rules and Regulations.

SEXUAL HARASSMENT POLICY

I. DEFINITIONS

A. What is sexual harassment?

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: submission to such conduct by an individual is made explicitly or implicitly a term or condition of employment; submission to, or rejection of such conduct by an individual is used as the basis for an employment decision; such conduct has the purpose or effect to interfere with an individual's work performance, or creates a hostile or intimidating environment.

B. What behavior is harassing?

Sexual harassment behavior falls into four main groups - **verbal, visual, physical, and written**. The behavior can be blatant or very subtle. Any behavior in any of the categories listed is considered sexual harassment if the behavior is **unwelcome**.

Many situations involve a man sexually harassing a woman. However, sexual harassment can also include: a woman harassing a man, a woman harassing a woman, or a man harassing a man. It may also come from a coworker, a supervisor, a citizen, or a supplier.

B. What is an intimidating, hostile or offensive working environment?

Hostile Environment is where verbal or nonverbal behavior in the workplace focuses on the sexuality of another person or occurs because of the person's gender; is unwanted or unwelcome; and is severe or pervasive enough to affect the person's work environment.

SEXUAL HARASSMENT POLICY

EMPLOYEE CONDUCT AND RESPONSIBILITIES

Conduct:

Be courteous, respectful (i.e., avoid profanity, disrespectful or inappropriate language).

Communicate openly and honestly with co-workers and supervisor. Dress in accordance with City policy, as stated in Section 3.10 of the City's Personnel Rules and Regulations.

Refrain from malicious/suggestive gossip.

If you are informed that your language or behavior is offensive, it is your responsibility to refrain from such language or behavior immediately.

Responsibilities:

In circumstances where you think it is appropriate, communicate clearly to the offender that the offending behavior is not humorous or welcome and should cease immediately.

Document incidents of all offending behavior.

Report sexual harassment promptly to the Personnel Department.

SEXUAL HARASSMENT POLICY

MANAGEMENT CONDUCT AND RESPONSIBILITIES

Conduct:

Be courteous, respectful (i.e., avoid profanity, disrespectful or inappropriate language).

Communicate openly and honestly with employees and co-workers.

Maintain a professional working environment.

Refrain from malicious/suggestive gossip.

If you are informed that your language or behavior is offensive, it is your responsibility to refrain from such language or behavior immediately.

Responsibilities:

It is a supervisor's responsibility to address sexual harassment complaints immediately by advising the complainant to report incident(s) to the Personnel Department.

**STEPS
TO
TAKE**

IF YOU FEEL YOU HAVE BEEN SEXUALLY HARASSED:

You should verbally tell the individual to stop the offensive behavior.

If the individual does not stop the offensive behavior, you should immediately report his/her behavior to the Personnel Director or his/her designee (with whom you feel the most comfortable).

You will be given a Sexual Harassment Complaint Form to complete. When completing this form, you must provide specific facts concerning the offensive behavior, including the following:

- Who committed the offensive behavior?
- What was the specific behavior?
- When and where did the incident(s) occur?
- Were there any witnesses?
- Did the incident occur more than once?

**CITY OF FORT PIERCE
CHARGE OF SEXUAL HARASSMENT**

Employee Making Charge

Name

Title/Department

Telephone Extension

Named is the Employer/Supervisor or Employee who I allege harassed me

Name

Title/Department

Telephone Extension

The Particulars Are: (If additional space is needed, attach extra sheet(s))

Date Most Recent/Continuing Harassment Occurred(Month, Day, Year)

Date

I SWEAR OR AFFIRM THAT I HAVE READ THE ABOVE CHARGE AND THAT IT IS TRUE TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF

SIGNATURE OF COMPLAINANT

SHCHARGE.ASD