

Resolution 2013 - 36
City of Richland Center
Anti-Harassment and Non-Discrimination Policy

The City of Richland Center believes that all employees should be able to work in an environment free from any form of harassment and discrimination. The City is also subject to laws that prohibit harassment and discrimination in the workplace. Accordingly, the City prohibits all forms of verbal, physical, written or psychological harassment/discrimination. In particular, the City prohibits any conduct that violates anti-harassment/discrimination laws, including harassment/discrimination based on race, color, religion, sex/gender, national origin, age, disability/handicap, status or service as a veteran, marital status, sexual orientation, arrest or conviction record and any other status protected by applicable law. This policy applies to the conduct of all City employees, management, and other third parties who interact with City staff members, including vendors, independent contractors and other members of the public.

Harassment/Discrimination is a single incident or a pattern of unwelcome behavior or acts which is based on or is directed to an employee due to the employee's protected class status which: (1) unreasonably interferes with a person's work performance (2) can reasonably be seen to create a hostile, intimidating, or offensive environment or (3) submission to or rejection of the acts is made either explicitly or implicitly a term or condition of employment or otherwise is used as a basis for a decision affecting employment. Harassment can occur on or off official work time and on or off City premises. Employees must be aware that comments, gestures, and other conduct while not intended to be offensive may be interpreted as such by others.

Examples of harassing /discriminatory behavior include but are not limited to:

- Verbal or physical abuse
- Epithets, name-calling, slurs, unwelcome nicknames
- Threats
- Vulgar, obscene or derogatory language
- Mocking or teasing
- Lewd or offensive gestures or pranks
- Offensive jokes
- Offensive, threatening or hostile e-mails
- Unwelcome physical contact, (e.g., touching, rubbing or brushing against another)
- Display of offensive or graphic pictures, cartoons, jokes, photos, etc.

Sexual harassment is a form of harassment that is either sexual in nature or directed at an individual because of their gender. Sexual harassment can be directed toward someone of the same or opposite gender as the harasser. Sexual harassment encompasses a broad range of physical and verbal behavior which can include but is not limited to, the following:

- "Kidding" or "Teasing" in a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, invitations, or jokes.
- Offering employment benefits in exchange for sexual favors.
- Engaging in retaliatory or negative behavior or threatening to retaliate or act negatively toward someone after they reject sexual advances.
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

The City prohibits the types of behaviors listed above or any other type of harassing, intimidating, or offensive behavior, whether or not it involves a protected class status. Employees are expected to treat others with respect and professionalism.

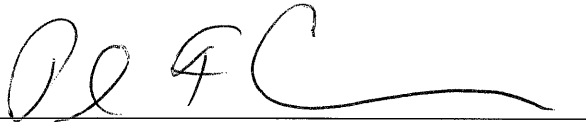
Reporting Harassment. Employees who believe they or someone else is experiencing harassment must report the behavior to their direct supervisor or any member of City management. An employee may also (but is not required to) ask the person engaging in the offensive conduct to stop the conduct.

Complaints will be promptly investigated in an appropriate manner. The City will take appropriate action to prevent and correct conduct under the circumstances. If an investigation reveals that an individual has engaged in wrongful conduct, that individual will be subject to disciplinary action, up to and including immediate discharge.

Complaints will be treated as confidentially as possible in light of the City's need to fully investigate the matter and take appropriate corrective action. Employees who report harassment/discrimination or participate in an investigation will not be subject to retaliation or reprisals of any kind. If an employee who has reported harassment/discrimination feels that he/she is being retaliated against, the employee should report that to their immediate supervisor or the Clerk/Treasurer.

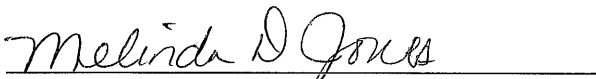
NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Richland Center adopts this Anti-Harassment and Non-Discrimination Policy on this 17th day of December, 2013, by the following vote:

AYES: 7
NOS: 0



Paul F. Corcoran, Mayor

ATTEST:



Melinda D. Jones, City Clerk / Treasurer