

Harassment

Make Sure Its Not You



Objectives

- What constitutes harassment
- Realize who is responsible to prevent harassment and what can be done to prevent it
- Learn how to promptly and effectively deal with unacceptable or illegal behavior on the job

Objectives (cont.)

- Understand policy and procedural issues
- Recognize and be better prepared to deal with incidents of harassment in your workplace

What Is Harassment?

- Harassment is unwelcome behavior directed at a member of a *protected* group
- Harassment usually involves a pattern of behavior
- Harassment is a form of illegal discrimination

Harassment is....

- One extremely serious incident
- Intimidating, hostile, offensive environment
- Unreasonable interference with work performance
- Negative affect on an individual's employment opportunities

Employer Liability For Harassment

- Supervisors
- Co-workers
- Nonemployees

Harassment Prevention Policy – Policy 2.13

- Defines Harassment
- Explains how to report
- Explains what will occur

- Take a moment to read this policy on the intranet:
 - <http://www.ci.marshalltown.ia.us/static/intranet/2.13harassmentprevention.pdf>

Definitions

- Sexual harassment is a violation of the Civil Rights Act of 1964. Unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature can constitute sexual harassment.

Definitions Continued....

- Other prohibited harassment encompasses harassment of subordinate or co-workers based on race, color, national origin, age, religion, disability, gender or genetic information.

Example of Verbal Harassment

□ Include but are not limited to:

- Threats
- Offensive words, comments, etc.
- Jokes
- Subjecting others to ridicule, slurs or derogatory actions

Nonverbal Harassment

□ Include but are not limited to:

- Standing over someone in an intimidating manner
- Displaying or circulating offensive pictures, cartoons, or objects
- Singling out members of protected groups for unfavorable treatment
- Refusal to cooperate with others in performing work assignments

Employee's Reporting Process

- Any employee who feels that they have been a victim of harassment should report the incident within five (5) working days to their supervisor or any other supervisor.

- If the director is the one the employee feels has harassed them, the incident should be reported to the City Administrator within five (5) working days.
 - Working days is defined as City Hall business days

Employee's Reporting Process (con't)

- The report should clearly state what occurred, when it occurred, by whom, and if anyone witnessed it.

How Employee Reports will be Handled

- The supervisor will immediately notify the Department Director and Human Resources Department so an internal investigation can be conducted.
- Confidentiality will be respected – understanding there is a balance between the need for confidentiality and the need to investigate

Next steps

- If the investigation determines that the complaint is substantiated, appropriate disciplinary action will be taken against the responsible party or parties.
- The complaint will be advised of the results of the investigation.

Next Steps for Supervisors

- Put process in place to immediately stop the harassment and prevent its recurrence
- Follow up to make sure the problem is resolved
- Enforce zero tolerance for retaliatory action against an employee who reports harassment

Summary

- Harassment is unwelcome behavior directed at a person because of race, national origin, religion, sex, age, or disability.
- Harassment is a disturbing problem in the workplace. It interferes with work relationships and hurts employees and the organization.
