

Whitman County Harassment Policy and Complaint Procedure

1. **HARASSMENT POLICY**

It is the Policy of Whitman County that all employees will be able to work in an environment free from all forms of discrimination. It is the policy of Whitman County that sexual harassment is unacceptable conduct on the job and will not be permitted. Sexual harassment includes any coercive sexual behavior to control or affect anyone's job, or gestures, remarks or contacts of a sexual nature, which are unwelcome. Disciplinary action up to and including termination may result for violations of this policy. This policy does not, however, apply to any relationships freely entered into by Whitman County employees. Therefore:

Unwelcome sexual advances, requests for sexual favors, other verbal, visual or physical conduct of a sexual nature, or the displaying of sexually suggestive objects or pictures in the work place constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment.
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual.
- such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

2. **COMPLAINT PROCEDURE**

A. An employee who thinks he/she is being subjected to such harassment should make it plain to the offender that such behavior will not be tolerated. The employee is also to take the following actions:

- report the incident(s) to the offender's or employee's supervisor and/or Department Head OR;
- report the incident(s) to the Human Resources Manager.

B. Supervisors or Department Heads who receive complaints or become aware of such incidents will:

- notify the Human Resources Office for immediate investigation of the complaint, AND;
- take action to notify the offender that such action is inappropriate, will not be tolerated, and shall not be repeated.

C. Each reported incident will be investigated and appropriate action taken. Any supervisor or employee who has been found, after appropriate and thorough investigation, to have sexually harassed another employee will be subject to appropriate disciplinary action. An employee who has been found, after appropriate and thorough investigation, to have intentionally fabricated a complainant of sexual harassment against another employee will be subject to disciplinary action.