ANTI-HARASSMENT POLICY

 The \_\_\_\_\_\_\_\_\_\_\_ County Road Commission is committed to providing a work environment that maintains employee equality, dignity and respect. In keeping with this policy, the \_\_\_\_\_\_\_\_\_\_\_\_ County Road Commission strictly prohibits discriminatory practices, including harassment, sexual or otherwise. Any unlawful harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated. It is the responsibility of all employees of the Road Commission to nurture and maintain work environments in which employees, citizens, labor representatives, and vendors are valued, welcomed, and treated with respect.

 Harassment of or discrimination against Road Commission employees based on race, color, religion, national origin, age, sex (including gender identity, sexual orientation, and pregnancy), height, weight, marital status, genetic information, or disability is prohibited. The \_\_\_\_\_\_\_\_\_\_\_\_\_ County Road Commission resolves to provide:

* A workplace free from discrimination based on an individual’s race, color, religion, national origin, age, sex (including gender identity, sexual orientation, and pregnancy), height, weight, marital status, genetic information, or disability, and the provision of public services on the same basis.
* A workplace free from harassment and hostility due to race, color, religion, national origin, age, sex (including gender identity, sexual orientation, and pregnancy), height, weight, marital status, genetic information, or disability.
* Equal employment opportunities in all phases of employment through recruitment, retention, and advancement of diverse qualified people, and utilization of job-related criteria in making employment decisions.

 Sexual harassment is illegal under federal and state laws. It is defined by the Equal Employment Opportunity Commission as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
2. Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or,
3. The conduct has the purpose or effect of substantially interfering with the individual’s performance or of creating an intimidating, hostile or offensive working environment.

 Harassment on the basis of religion, race, color, national origin, age, sex (including gender identity, sexual orientation, and pregnancy), height, weight, marital status, genetic information, or disability is illegal under federal and/or state laws. Such harassment is defined as unwelcome conduct or communication on the basis of a protected category when the conduct or communication has the purpose or effect of substantially interfering with an employee’s work performance or of creating an intimidating, hostile or offensive working environment.

 Violations of this policy shall subject the offending employee to disciplinary measures, up to and including discharge.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Road Commission management is responsible for addressing all reports of discrimination, including racial and gender harassment. Any employee who has a complaint must bring the problem to the attention of responsible Road Commission officials. Employees may bring their complaint to the Managing Director. If the complaint is about the Managing Director, the employee shall register his/her complaint with the Road Commission Board Chair. The Road Commission shall designate appropriate personnel to investigate the complaint.

 The success of this policy will be dependent upon communications between an employee, his or her co-employees and those charged with enforcing the policy. The Road Commission cannot respond or react to harassment conditions that are unknown to it and/or cannot be documented. Therefore, a significant responsibility will be incumbent upon the employee who believes he or she has been harassed by another employee(s) to advise the offending employee and put him/her on notice of the offending behavior and that such activity must stop. Further, any employee who believes he or she has been harassed in violation of this policy should promptly report such harassment to Road Commission management for investigation.

 Management is responsible to objectively investigate reports of any harassment by or between employees of the Road Commission. All harassment complaints should be reduced to writing and include all appropriate information in order to facilitate investigation of the complaint. Specifically, the complaint should contain:

* The name and address of the person filing;
* The full name and address (if known) of the person against whom the complaint is being made; and,
* A short summary of the allegedly harassing action or conduct.

 The recipient of the complaint and/or appropriate designee shall conduct an independent investigation and evaluation of the validity of the complaint. Investigations and evaluations shall be completed in a timely fashion. Anonymous complaints will not be pursued. Complaints will be resolved in the best interests of both the complainant and the Road Commission.

 The Road Commission will take appropriate corrective action, including disciplinary measures, to remedy all violations of this policy. There will be no discrimination or retaliation against any employee because the employee has filed a complaint, testified, assisted, or participated in an investigation under this policy. If both a harassment complaint and a union grievance are filed by an employee concerning the same alleged discriminatory conduct, the grievance procedure contained in the Collective Bargaining Agreement will be utilized to resolve that complaint. This policy does not preclude any employee from filing a complaint with an appropriate outside agency.