

Response and Reporting

Any individual who believes that he has been subjected to harassment or workplace conflict should make it clear to the offender that such behavior is offensive to him and that it must stop. The employee is to end contact with the individual immediately and report the situation to the supervisor, Department Head, Human Resource Director or another member of management team. The City will not retaliate against an employee who complains of inappropriate behavior. Contact 911 immediately if you believe you are in immediate danger.

As soon as a claim of harassment is reported, observed or discussed in an informal or formal manner, it is to be immediately reported to the City Manager by the individual that observes or receives the information.

Confidentiality

The City will keep complaints confidential to the extent possible. The City will retain confidential documentation of all allegations and investigations outside employee's personnel files.

Investigation and Finding

The City Manager may meet with the supervisor, Human Resource Director, Department Head or employee(s) to discuss the matter further. The City Manager will take the necessary action to resolve the matter as quickly as possible. All allegations will be investigated promptly. The results of the investigation and the nature of the disciplinary action will be communicated by the City Manager's Office to both the complainant and the offender as well as the affected Department Head. The City Manager will take appropriate corrective action, including disciplinary measures, including termination, when justified to remedy all violations of this policy. The City may also report the conduct to law enforcement, deny or alter methods to receive City services or remove non-employee temporarily or permanently from premises.

Appeal

Both the complainant and offender may appeal the decision through the complaint procedure if it is felt the findings were incorrect or the disciplinary action inappropriate.

City of Alliance

Workplace Harassment and Conflict Policy



This brochure summarizes Policy 7.6 in your Personnel Handbook.

Refer to your handbook for the complete policy. Contact HR for additional information.

Harassment

It is the policy of the City to provide a work environment for its employees which is free from harassment, discrimination and intimidation. The City will not tolerate any form of harassment. Harassment is unwelcome conduct based on race, color, religion, sex (including pregnancy), national origin age (40 or older), disability, genetic information, marital status or any other classification protected by law.

All employees, visitors, and the general public are prohibited from engaging in the harassment of any other employee or other person in the course of or in connection with employment. The desired standard of employee behavior is one of cooperation and respect for each other, despite any differences. The City will not retaliate against an employee who complains of harassment, filed a charge of discrimination, or participated in an employment discrimination investigation.

Examples of workplace conflict include causing physical injury to another person; Engaging in bullying or intimidating acts, whether directed at a specific person or not; Aggressive or hostile behavior that creates a reasonable fear of injury to another; Comments about violence or the possession of weapons in the workplace; and Physical or verbal abuse.

Harassment *does not include* the conduct or actions of supervisors intended to provide employee discipline, such as performance evaluations, oral warning, reprimands or other supervisors actions intended to promote positive performance.

Sexual Harassment

Sexual harassment is defined as unwanted, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct which has the effect of creating an offensive, intimidating, degrading or hostile work environment, or adversely interferes or affects an employee's work performance.

Workplace Conflict

It is the policy of the City of Alliance to provide a safe environment for its employees and visitors, which is free of verbal or physical intimidation, threats or violent behavior. The City prohibits incidents or threats of violence by employees, visitors and the general public.

In order to promote and support a workplace where dignity and respect are observed, the City of Alliance will not tolerate any acts of intimidation, threats or bullying.

Employee Responsibility

It is also the policy of the City that all employees are responsible for assuring that the workplace is a safe work environment by refraining from all forms of harassment and conflict, including sexual harassment, and reporting concerns, incidents of conflict and recognizing escalating situations.

Supervisor Responsibility

If harassment or conflict is reported to or observed by any employee in a supervisory position, that supervisor is to immediately report the matter to the City Manager.

Examples of harassment includes the display or circulation of written materials or pictures which may be viewed as offensive; Slurs, graffiti, offensive or derogatory comments; Verbal abuse or insults directed to or made in the presence of members of any of the protected groups; Behavior that is personally offensive, impairs morale or interferes with the work effectiveness of employees; Unwelcome sexual advancements, requests for sexual acts or favors and other verbal or physical conduct of harassing nature.

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