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**CITY OF FOREST ACRES**

**Sexual Harassment Policy**

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Approval:  Date: 2/10/15  
City Administrator

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## **Sexual Harassment Policy**

### **I. Policy**

Unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex constitute sexual harassment when:

1. Submission to the conduct is an explicit or implicit term or condition of employment;  
or
2. Submission to or rejection of the conduct is used as the basis for an employment decision;  
or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented kidding or teasing, practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, "put-downs" or condescending or derisive comments or terms based on gender, and physical conduct, such as patting, pinching or brushing against another person. This policy prohibits such conduct regardless of the gender of the perpetrator or victim.

Disputes sometimes arise as to whether conduct was "welcome" or "unwelcome." Conduct that would violate this policy if it were unwelcome violates the policy if anyone complains of it. However, not all conduct prohibited by this policy constitutes a violation of the law.

### **II. Complaint Procedure**

If you feel that this policy has been violated by anyone with whom you come in contact on the job, regardless of whether it is by a fellow worker, a supervisor or a member of the general public, you should report the incident(s). You may do this by:

1. Reporting to your supervisor or to a higher level in your "chain of command." Complaints against the City Administrator should be made to the Mayor.
2. Reporting on the City Administrator's voice mailbox at (803) 782-9475, Ext. 510.

Supervisors and managers who receive complaints of or become aware of harassment should coordinate with the City Administrator before responding.

### **III. Investigation**

Harassment allegations are investigated, and the investigatory process may vary from case to case. The investigation is conducted as confidentially as possible consistent with the effective handling of the complaint and the goals of this policy. All employees have a responsibility to cooperate fully with the investigation and to keep the matter confidential,

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whether the employee is the accused person, the complainant or merely a potential witness. Persons who are interviewed should not discuss the matter with co-workers, friends or management. This does not mean, however, that employees may not complain to civil rights agencies.

Employees may be asked to submit to a polygraph (lie detector) examination.

In order to avoid misunderstandings, complaints made to members of management involve the completion of a complaint report, either by you or by the person to whom the complaint is made, that summarizes the allegations and lists any witnesses to the alleged harassment. You should be sure to get a copy of this initial complaint report to confirm you have complied with this procedure.

These procedures have been established to enable you to get relief if you feel that you are the victim of harassment.