

CITY OF WACO

A. Statement of Purpose

The City of Waco encourages all employees to be aware of issues concerning harassment, including:

1. All employees should be afforded a work environment free of hostile or intimidating circumstances;
2. Harassment, including sexual harassment, is contrary to the policies and practices of the City;
3. Harassment in the workplace can cause interpersonal stress and conflict, as well as low employee morale;
4. Careers and reputations may be damaged by engaging in inappropriate behavior and the emotional toll on individuals and their families can be enormous; and
5. Such behavior can be costly in time and money to the City.

B. General Policy

The City of Waco believes that each employee and applicant for employment has the right to be free from harassment. Harassment of any type will not be tolerated. Unlawful harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an applicant or employee on the basis of age, race, color, creed, religion, national origin or gender and that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working environment;
2. Has the purpose or effect of unreasonably interfering with an employee's work performance; or
3. Otherwise adversely affects an applicant's or employee's employment opportunities.

C. Sexual Harassment

Sexual harassment is a form of gender discrimination and is not acceptable conduct. Unlawful sexual harassment includes but is not limited to:

1. Unwelcome physical contact;
2. Sexually explicit language or gestures;
3. Uninvited or unwanted sexual advances;
4. Offensive environment where any of the following is present: the telling of sexual jokes or sexual stories, or making sexual innuendoes; use of vulgar language or nicknames; possession of sexually explicit photographs or other graphic material, picture, poster or cartoon that could be characterized as demeaning from the perspective of sex or gender, displayed in a manner that is reasonably accessible by others.

D. Policy Violations

Employees who engage in harassment are in violation of this policy and are subject to corrective action, up to and including termination. Conduct at functions sponsored or sanctioned by the City of Waco or any of its departments is also covered by this policy.

E. Employee Cooperation

Subject to employee's rights, privileges and protections afforded by law, all employees are to cooperate fully with any inquiry or investigation of workplace harassment. Willful failure to do so, or interfering with an inquiry or investigation in any way, may subject the employee to corrective action, up to and including termination.

F. Retaliation Prohibited

This policy prohibits retaliation against any applicant or employee who lodges a complaint of harassment, or against anyone who takes part in an inquiry or investigation. Retaliation will be handled as a separate issue, allowing for disciplinary action up to and including termination.

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HARASSMENT FREE ENVIRONMENT POLICY
Policies and Procedures

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G. Supervisory Obligations

Department directors, administrators, managers and supervisors are responsible within their specific organizational areas for disseminating this policy in writing to their respective employees and for policy enforcement. They are also required to:

1. Support by word and behavior this policy and its purpose;
2. Provide employees training opportunities that target harassment and ensure proper documentation of that training; and
3. Treat all complaints evenly, and with a serious, lawful and professional approach.

The Human Resources Department is responsible for informing applicants of this policy.

H. Reporting Allegations

All employees are required to report allegations of harassment of which they become aware. Should you feel you have been harassed by employees, vendors or customers of the City, you are to report this through any of several avenues. These include your supervisor, any supervisor within your chain of command your department director, the EEO/Staffing Officer or the Director of Human Resources. Human Resources will investigate the matter. If the allegation is sustained, the responsible employee will be disciplined. Sanctions will be sought against vendors or customers to prevent recurrences of such behavior.



Larry D. Groth, P.E., City Manager
July 12, 2004