

# **WALLACE COUNTY PERSONNEL POLICIES AND PROCEDURES MANUAL**

## **7.0 SEXUAL HARASSMENT POLICY**

### **7.1 Statement of Policy**

Sexual harassment is against the law and will not be tolerated by Wallace County. Any employees of Wallace County who engage in sexual harassment will be subject to disciplinary action that will range from counseling to termination of employment based on the severity of the misconduct.

### **7.2 What is Sexual Harassment**

Sexual harassment in the workplace is defined as a continuing pattern of unwelcome sexual overtures, request for sexual favors or other conduct of a sexual nature when:

- A.** You must submit to such conduct to keep your job; or
- B.** Your submission to or rejection of such conduct is used as a basis for employment, evaluation, pay, job, assignment or promotion decisions about you; or
- C.** Such conduct has the purpose or effect or substantially interfering with your work performance, or is offensive or objectionable to you, causes you discomfort or creates a hostile atmosphere for you.

This type of conduct may be considered sexual harassment whether it is initiated by an elected official, supervisor, co-worker or third party with whom you interact in the course of business.

Conduct of a sexual nature may include, but not be limited to:

- A.** Touching, propositions, advances;
- B.** Abusive, vulgar language of a sexual nature;
- C.** Suggestive jokes, or sexually oriented “kidding”;
- D.** Comments about an employee’s body or wearing apparel;
- E.** Display of sexually suggestive cartoon, pictures or photographs; or
- F.** Physical contact such as patting, pinching or purposely rubbing against another person’s body.

### **7.3 What You Can Do About Sexual Harassment**

If you believe you are being sexually harassed by another employee, you may take any or all of the following actions.

- A. Respond immediately; do not ignore the problem.
- B. Speak to the offender about his/her behavior. State firmly that you do not like it and will not tolerate it.
- C. Any such incident should be promptly reported to your supervisor or the Equal Employment Opportunity Compliance Officer for investigation and resolution.

#### **7.4 Making Sexual Harassment Complaints**

**A. Who to Contact.** If you believe you are being sexually harassed by another employee, you should immediately contact one of the persons below with whom you feel the most comfortable:

- 1. Your immediate supervisor and/or department head;
- 2. The County's Equal Employment Opportunity Compliance Officer; and/or
- 3. A County Commissioner.

**B. How to Report.** You should be prepared to provide the following information.

- 1. Your name, department and title;
- 2. The name of the person or persons committing the sexual harassment;
- 3. The specific nature of the sexual harassment, how long it has gone on, and any employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) taken against you as a result of the harassment, or any other threats made against you as a result of the harassment;
- 4. Witness(es) to the harassment, if any; and
- 5. Whether such harassment has been previously reported and, if so, when and to whom.

#### **7.5 Report and Investigation of Sexual Harassment Complaints**

Wallace County Clerk is the person designated as the Equal Employment Opportunity officer by Wallace County. He/she may investigate complaints of sexual harassment or may delegate the investigation to a third party.

#### **7.6 Obligation of Employees**

You are obligated to report instances of sexual harassment. Sexual harassment exposes Wallace County to liability and negatively impacts your well being.

You are obligated to cooperate in every investigation of sexual harassment, including coming forward with evidence, both favorable and unfavorable, to a person accused of sexual harassment, fully and truthfully making a written report or verbally answering questions when required to do so by an investigator during the course of an investigation of sexual harassment.