



## **HUM-018.....Sexual / Personal Harassment**

Current Revision: 31.Jan.00

### **POLICY**

The City prohibits implied or expressed sexual and/or personal harassment.

### **DEFINITIONS**

**Sexual harassment** - any verbal, written, visual or physical acts that are offensive, intimidating, or unwelcome or that could be reasonably taken as objectionable.

**Personal harassment** - repeated, intentional, offensive acts (verbal, written, visual or physical), particularly related to race, religious beliefs, colour, age, sex, ancestry, place of origin, marital status or physical characteristics.

### **PROCEDURES**

1. Any employee who believes that he has been subjected to sexual or personal harassment by a co-worker, supervisor or agent of the City, should promptly report the incident, verbally or in writing, to the immediate supervisor or to Human Resources. The supervisor or Human Resources takes appropriate measures to quickly resolve or correct the situation.
2. An employee may use the assistance of a union official or supervisor, if he so wishes.
3. On receipt of the complaint, Human Resources meets with the person accused of personal or sexual harassment and informs that person of the complaint and his right to respond to the complaint in writing within seven days.
4. On receipt of the written response, or after seven days, Human Resources conducts a thorough investigation, submits a written confidential summary of the complaint, response, and findings of the investigation to the City Manager. The City Manager conducts any required interviews with all the parties involved and determines whether personal or sexual harassment may have occurred. Both parties are notified of the City Manager's decision.
5. If it is determined that personal or sexual harassment has occurred, appropriate disciplinary action up to and including dismissal is taken. The severity of the discipline depends on the conditions surrounding the incident.

Employees having any questions concerning this policy should contact Human Resources for a confidential discussion.

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City Manager

