



HARASSMENT PREVENTION POLICY

The City of Russellville expressly prohibits any form of unlawful employee harassment based on race, religion, color, gender, national origin, age, disability or status as a veteran or special disabled veteran.

Harassment is any annoying, persistent act or actions that single out an employee, to that employee's objection to his or her detriment, because of race, religion, national origin, age (over 40) or disability. Such conduct by an employee could result in disciplinary action, up to and including termination of employment.

Supervisors and Department Heads are responsible for ensuring that our workplace remains harassment-free and for enforcing this policy. Supervisors and Department Heads that engage in or tolerate harassment are subject to disciplinary action, up to and including termination of employment. Additionally, supervisors and Department Heads should be advised that they may be held personally liable by the courts if they are found to have failed to carry out their duty according to the law to prevent and correct workplace harassment.

While it is not easy to define precisely harassment, it includes any physical, verbal and visual conduct that creates an intimidating, offensive or hostile environment which interferes with work performance.

Harassment may include any of the following:

- a. Verbal abuse or ridicule.
- b. Interference with an employee's work.
- c. Displaying or distributing sexually offensive, racist or other derogatory materials.
- d. Discriminating against any employee in work assignments or job related training because of one of the above-referenced conducts.
- e. Intimate physical contact.
- f. Sexual harassment, simply stated, is any unwelcome sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature, such as making offensive sexual, racial or other derogatory innuendoes/statements or exposing oneself, leering, gestures of a sexual nature, attempting to look down a woman's dress or blouse, displaying nude pictures, touching or adjusting the victim's clothes, kisses and hugs.
- g. Demand favors (sexual or otherwise), explicitly or implicitly, as a condition of employment, promotion, transfer or any other term or condition of employment.
- h. Retaliation for having reported or threatened to report harassment.

It is every employee's responsibility to ensure that his or her conduct does not include or imply harassment in any form. If, however, harassment or suspected harassment has or is taking place, the following will apply:

- a. An employee should report harassment or suspected harassment to the Department Head or the Mayor. This complaint should be made in writing.



- b. Anytime an employee has knowledge of harassment he/she shall inform the Department Head or the Mayor in writing, who will then determine whether further investigation is warranted.
- c. Each complaint shall be fully investigated and a determination of the facts and an appropriate response will be made on a case-by-case basis.

The City of Russellville will not tolerate harassment or any form of retaliation against an employee who has either instigated or cooperated in the investigation of alleged harassment. Disciplinary action will be taken against offenders.