



PROFESSIONAL WORK ENVIRONMENT

I. PURPOSE

To strive to foster respect for the dignity and value of all employees.

II. SCOPE

This policy applies to all employees. Furthermore, executive management will establish appropriate procedures to insure that non-employees (vendors, customers, etc.) on our premises are also made aware of the intent of this policy.

III. POLICY

The City strives to maintain and reinforce a professional and productive work environment free from discriminatory insult, intimidation, sexism and other forms of harassment based on religion, color, national origin, age, sex, disability or sexual orientation.

Harassment, including sexual harassment, constitutes a hostile work environment which is contrary to basic standards of conduct between individuals and is prohibited by Equal Employment Opportunity Commission and state regulations.

It will therefore constitute a violation of City policy for any employee to engage in such acts or behavior, and such misconduct will subject an employee to corrective action up to and including termination.

The City of Georgetown is also committed to promptly responding should a customer, vendor, supplier, or other person or entity doing business with the City engage in unlawful harassment, discrimination or unprofessional conduct.

Employees who feel they have been harassed on the basis of sex, or sexually or in any other manner harassed, should immediately report such incidents without fear of reprisal. To the fullest extent practicable, the City will keep complaints and terms of their resolution confidential.



IV. DEFINITIONS

A. Harassment

Verbal, physical or visual conduct of a racial, ethnic, sexual, or other type which, in the employee's opinion and tested against a reasonable person's standard, impairs his or her ability to perform the job.

B. Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct:

1. Is made explicitly or implicitly a term or condition of employment, or
2. Is used as a basis for employment decisions, or
3. Has the purpose or effect of unreasonably interfering with work performance or creating an otherwise offensive working environment.

C. Prohibited Conduct

Examples of prohibited conduct include, but are not limited to, loud or sexually suggestive comments; sexual flirtations, touching, advances, or propositions; off color language or jokes of a sexual or racial nature; slurs or other verbal, graphic, or physical conduct relating to an individual's gender, race, or ethnicity; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos or cartoons.

D. Retaliation

The City of Georgetown strictly prohibits retaliation in any form against an employee who uses the internal complaint procedure, participates in a related investigation, or otherwise demonstrates support of and compliance with the City's Professional Work Environment Policy.

This includes, but is not limited to, employees who complain or report violations under the Whistle-blower Policy #531.



V. PROCEDURE

Complaints of harassment of any type will be handled through the City's grievance policy (See [Grievance Procedure #540](#)) which provides several options by which an employee may initiate action on a job-related complaint, including notifying the employee's immediate supervisor, the next higher level of management above the immediate supervisor, the Division Director, a human resources representative, and the City Manager. Harassment complaints will be investigated by an authorized Human Resources representative thoroughly and promptly.

1. If you experience or witness sexual or other unlawful harassment in the workplace, including harassment on the basis of national origin, race, color, religion, age or otherwise, report it immediately to your supervisor.
2. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Human Resources Department. You can raise concerns and make reports without fear of reprisal or retaliation.
3. Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Department so it can be investigated in a timely and confidential manner.
4. Anyone engaging in sexual or other unlawful harassment will be subject to progressive disciplinary action up to and including termination.