



NO-HARASSMENT POLICY

Section 1. Purpose

The City of Warner Robins is committed to maintaining a professional and congenial work environment that is free from discrimination and in which employees at all levels can devote their full attention and best efforts to the job. The City and its officials and officers do not authorize and will not tolerate any form of harassment based on the following factors:

Race, sex, national origin, age, disability, religion, or any other characteristic that is protected by federal or state law.

This policy applies to all city employees, applicants, management and non-management employees alike, and even to non-employees who harass City employees.

Examples of “harassment” that are covered by this policy include offensive language, jokes, or other physical, verbal, written, or pictorial conduct relating to the employee’s sex, race, religion, national origin, age, disability or other factor protected by law that would make a reasonable person experiencing such behavior feel uncomfortable or would interfere with the person’s work performance.

In general, any conduct based on these traits that could interfere with an individual’s work performance or could create an offensive environment will be considered harassment in violation of this policy. This is the case even if the offending employee did not mean to be offensive.

Section 2. Definitions and Rules

a. Sexual Harassment

Sexual harassment (whether opposite-sex or same-sex) is strictly prohibited. Examples of this type of behavior that may be considered sexual harassment in violation of this policy include the following:

1. Unwelcome sexual advances

2. Sexually offensive jokes or comments
3. Sexist comments or behavior (in other words, conduct that demeans other individuals because of their sex, even if not vulgar, lewd or sexually provocative)
4. Physical assaults or other unwelcomed touching that is sexual in nature
5. Promising favorable treatment or threatening unfavorable treatment based on the employee's response to sexual demands
6. Displays of sexually oriented reading materials or pictures, including electronic materials
7. Punishing an employee for complaining about sexual harassment, including but not limited to, any of the above

b. Harassment Based on Race, National Origin, Age, Disability, or Religion

Harassment based on these other traits deserves special mention and is also strictly prohibited. Examples of the types of behavior that will be considered harassment based on these characteristics include the following:

1. Jokes or negative comments about these characteristics
2. Displays of reading material or pictures containing negative material about these characteristics, including electronic materials
3. Vandalism or "pranks" based on these characteristics
4. Name calling based on these characteristics
5. Punishing an employee for complaining of these types of harassment

Special note about religion. It is not a violation of this Policy for employees to discuss religion, or to read or view religious materials, at work during non-working time. However, employees who do so should be sensitive to and respectful of the different beliefs (or lack of belief) of others. Religious practices that interfere with job performance, excessive "preaching" that is unwelcome to others, or adverse treatment of others because of their beliefs, different beliefs, or lack of belief, may be considered "harassment" within the meaning of this Policy.

c. "Harassing" Use of City of Warner Robins Computer System

Use of the City of Warner Robins computer system for any harassing purpose (as defined above) will be treated as a violation of both this No-Harassment policy and the City of Warner Robins computer usage policy. Examples of "dual violations" include the following:

1. Using email or instant messaging to transmit messages, jokes or other material that is defined as "harassing" in this Policy (this includes forwarding or even saving such material that has been sent by others)
2. Viewing pornographic or other offensive sites (such as racist websites) on City computers, including City-issued laptop computers

3. Electronic “pranks” – for example, “mail bombing” or “spamming” – based on the sex, race, national origin, age, disability, or religion of the victim, or in retaliation for a harassment complaint

If an employee receives an unwanted message on the City computer system, he/she should delete it immediately. If the problem reoccurs, it should be reported to the City’s Information Technology office.

This policy applies to activities conducted on City computers but also applies to transmissions from “outside” computers into the City computer system and to transmissions between different “outside” computers if the intended recipient finds the material unwelcome and is an employee, customer, or vendor of the City, or is in some other business relationship with the City.

Section 3. Reporting Harassment

The City of Warner Robins cannot resolve matters that it does not know about. Every employee has a duty to immediately report harassment so that the City can try to resolve the situation. An employee should report harassment when

- He/she believes that he/she has been or is being harassed
- He/she believes that someone else has been or is being harassed

This is true whether the alleged harasser is an employee, a supervisor or manager, or even a non-employee, such as a customer or vendor with whom the City does business.

To report harassment, an employee must contact his/her supervisor or the Human Resources Manager. If the employee’s supervisor is involved, the employee does not need to contact that individual, but may proceed directly to the Human Resources Manager or the Mayor.

Once a complaint has been received, the Human Resources Manager will

- Conduct (or have conducted) a prompt and thorough investigation
- Discuss the results with the complaining employee and, where appropriate, the action to be taken
- Keep the investigation and results as confidential as possible
- If the complaint is verified, take appropriate corrective action, up through and including termination

No employee will be punished for bringing a good-faith report of harassment to the company’s attention or for cooperating in an investigation.

The investigation will be completed in an expeditious manner and if at all possible, within five (5) working days.

At the conclusion of the investigation, the Mayor, the affected department director and the Human Resources Manager will make a determination as to whether the complaint was founded or unfounded. If unfounded, the complaint will be dismissed. If the complaint is found to be frivolous or wholly unfounded, appropriate discipline will be taken against the accuser.

If the complaint is found to be true, then the Mayor, the department director and the Human Resources Manager will promptly formulate a plan for remedial action. The remedial plan may include, but is not limited to, separation of the parties, counseling for the offending party and any other disciplinary action allowed by the personnel rules and regulations up to and including termination.

Employees must be aware that records related to any report will be subject to disclosure under Georgia's open records laws at the conclusion of the matter.

Section 4. Retaliation

Retaliation against any employee for reporting violations of the harassment policy will not be tolerated. Any person found to have retaliated against an employee is subject to disciplinary action up to and including discharge.

CITY OF WARNER ROBINS

No-Harassment Policy

I certify that I have read the **No-Harassment Policy** or had the policy explained to me, received a copy, and hereby agree to abide by its terms.

Print Name

Employee's Signature

Date