

## **Rule 8.00. SEXUAL HARASSMENT**

### **Section 8.01.**

#### **SEXUAL HARASSMENT DEFINITION:**

Sexual Harassment is behavior with a sexual content or overtone that is unwelcome and/or personally offensive. Additionally, harassment is any employee's behavior, or any working environment condition that is perceived to interfere with one's job performance, to be intimidating, hostile or offensive. Harassment, either verbal or physical, which could be construed as affecting employment, continued employment, salary, appraisal, advancement or other employment decisions is unacceptable. Similarly, remarks or actions directed at an individual which have the effect of producing an intimidating or offensive work environment for the individual or interference with his/her ability to perform are also considered to be harassment.

The definition of sexual harassment includes conduct directed by men toward women, conduct directed by men toward men, conduct directed by women toward men, and conduct directed by women toward women.

### **Section 8.02.**

#### **SEXUAL HARASSMENT COMPLAIN:**

Any employee who feels he/she is subjected to sexual harassment should immediately contact the Commission President. Regardless of the specific person to which you make a complaint of sexual harassment, the employee should be prepared to provide the following information:

- a. Your name and position title.
- b. The name and person(s) committing the sexual harassment.
- c. The specific nature of the sexual harassment, how long it has gone on, and any employment action taken against the employee as a result of the harassment, or any other threats made against the employee as a result of the harassment.
- d. The name(s) of all witnesses.
- e. Whether such harassment has been previously reported, and if so, when and to whom.

The Commission President shall conduct a thorough investigation and if the Commission President determines that the complaint of sexual harassment is founded, immediate and appropriate disciplinary action shall be taken against the employee guilty of sexual harassment.

### **Section 8.03.**

#### **EMPLOYEE RESPONSIBILITIES:**

Employees are obligated to report instances of sexual harassment and to cooperate in every investigation of sexual harassment. This obligation includes but is not limited to coming forward with evidence; both favorable and unfavorable to a person accused of sexual harassment fully and truthfully making a written investigation of sexual harassment and to refrain from making bad faith accusations of sexual harassment.

Disciplinary action may be taken against any employee who fails to report instances of sexual harassment, or who fails or refuses to cooperate in the investigation of a complaint of sexual harassment or who files a complaint of sexual harassment in bad faith.