

# ADMINISTRATIVE POLICY

## 1 Policy

- 1.1 OPTIONS will, in good faith, attempt to maintain a workplace free of harassment of any kind and from any source, such as management, coworkers, or visitors, while treating all complaints fairly and evenhandedly in order to prevent frivolous or malicious accusations. It is acknowledged that harassment, sexual or otherwise is against the law and will not be tolerated by the organization. Harassment of another employee of a sexual nature or otherwise, including but not limited to verbal or physical conduct and/or contact or unwelcome advances, is prohibited. Complaints of harassment are taken seriously and will be thoroughly investigated. Complaints may be filed by contacting the Department of Human Resources designee or supervisor. If harassment is found to have occurred, disciplinary action and/or appropriate remedial action may result. Confidentiality will be protected to the extent possible but cannot be guaranteed.
- 1.2 OPTIONS policy on sexual harassment will be covered during the training of all new employees. Specifically, this topic will be included in employee orientation (NEO) and reiterated during new employee program orientation (NEPO).

## 2 Responsibilities of Employees

- 2.1 Employees are to be sure beyond a reasonable doubt that the conduct they find offensive is discriminatory or harassing. Find witnesses or other substantiation.
- 2.2 Let the offending person(s) know that they find the conduct offensive. If it does not stop or if it recurs, file a complaint with the Department of Human Resources or designee.

## 3 Responsibilities of Management

- 3.1 Refrain from all forms of discrimination or harassment at all times.
- 3.2 If observing discriminatory or unreasonable conduct, ask the offending person(s) to stop immediately, explaining what the conduct is and how it offends.
- 3.3 If the conduct continues or recurs, file an official complaint with the Department of Human Resources or designee.

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- 3.4 The Department of Human Resources or designee will handle the complaint by making a complete investigation and writing up the complaint and the results of the investigation within fifteen (15) work days.
  - 3.5 A thorough investigation will take place of any complaint. The investigators will make every reasonable effort to determine the facts and resolve the situation.
  - 3.6 Ensure that all employees are aware of this policy as part of New Employee Orientation and departmental staff meetings.
- 4 Sanctions
- The organization has the right to apply any sanction or combination of sanctions to deal with unreasonable conduct or discrimination including but not limited to:
- 4.1 Counseling with the offender(s);
  - 4.2 Transfer;
  - 4.3 Probation, with a warning of suspension or discharge for continuing or recurring offenses;
  - 4.4 Suspension with or without pay (depending upon the seriousness of the offense);
  - 4.5 Discharge for cause.
- 5 Definitions
- 5.1 Unreasonable Conduct - Treating someone as if that person were inferior to yourself. This includes condescension (refusing to take someone seriously), verbal abuse (making negative or derogatory comments), exclusion (overlooking or denying someone access to places, people or information, especially when opportunities for advancement are involved), and tokenism or “window dressing,” which consists of selecting one or a few members of a group for very visible positions.
  - 5.2 Discrimination - Employment decisions implicitly or explicitly based on factors other than job-related consideration or treating one employee differently merely on the basis of a protected characteristic such as that person’s sex.

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- 5.3 Harassment - Repeated, unwanted or unwelcome verbalizations or behaviors of a sexist, racist or ageist nature or with overtones related to a protected characteristic such as sex, race, ethnicity, religion, age, disability or military status.
- 5.4 Hostile Environment - Conduct that has the purpose or effect of unreasonably interfering with a person's job performance or creates an intimidating or offensive work environment.
- 5.5 Quid-pro-quo Sexual Harassment - Making submission to sexual demands an implicit or explicit term or condition of employment; making decisions affecting someone's employment or compensation on the basis of whether the person submits to or rejects sexual demands.
- 5.6 Unwelcome behavior - Conduct that the employee did not solicit or incite and that the employee regards as undesirable or offensive.

POLICY DATE: August 1998  
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