

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Unlawful Harassment
POLICY NUMBER: 227

227.10 Purpose. The TRUCKEE-DONNER RECREATION & PARK DISTRICT is committed to providing a work environment free of unlawful harassment. The District policy prohibits sexual harassment and harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. **All such harassment is unlawful.** The District's anti-harassment policy applies to all persons involved in the operation of the District and prohibits unlawful harassment by any employee of the District, including supervisors and co-workers.

227.20 Definition. Prohibited unlawful harassment because of sex, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis includes, but is not limited to, the following behavior:

227.21 Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;

227.22 Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;

227.23 Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work.

227.24 Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and

227.25 Retaliation for having reported or threatened to report harassment.

227.30 If an employee believes that he/she has been unlawfully harassed, he/she may provide a written complaint to their supervisor, or the General Manager as soon as possible following the incident. His/her complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. Supervisors will refer all harassment complaints to the General Manager. The District will immediately undertake effective, thorough and objective investigation of the harassment allegations.

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227.40 If the District determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the District to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. Whatever action is taken against the harasser will be made known to the employee lodging the complaint. The District will not retaliate against an employee for filing a complaint and will not tolerate or permit retaliation by management, other employees or co-workers.

227.50 The District encourages all employees to report any incidents of harassment forbidden by this policy **immediately** so that complaints can be quickly and fairly resolved. The Federal Equal Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If an employee believes he/she has been harassed or retaliated against for resisting or complaining, a complaint may be filed with the appropriate agency.