



City of Medford
Administrative Regulation

Regulation No: AR-85-09 R5
Subject Area: Harassment
Discrimination
Date of Issue: 11/1/16
Supersedes: 6/1/98 Revision

Harassment and Non-Discrimination Policy

OUR COMMITMENT

The City is committed to providing equal employment opportunities to all persons regardless of race; color; religion; ancestry; national origin; age; marital or veteran status; physical or mental disability; on-the-job injuries; sex or pregnancy; sexual orientation, gender expression, or gender identity; military service; domestic violence victim; or any other legally protected status under State or Federal law, unless it is a bona fide occupational requirement reasonably necessary to the operation of the City's business. This includes but is not limited to hiring, termination, layoffs, job assignments, promotions, and pay. We are also committed to providing a work environment that is free of all forms of unlawful harassment or discrimination. We will not tolerate the harassment or discrimination of our employees by anyone, including but not limited to: supervisors, co-workers, volunteers, members of the public, vendors, or contractors.

SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if (1) submission to the conduct is in any way made a term or condition of employment; (2) submission to (or rejection of) the conduct is used as the basis for any employment-related decision; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This means no sexual or sexist language, jokes or innuendo; nude, profane, or obscene cartoons, drawings or photographs; whistling or catcalling; staring or leering; pinching, patting, inappropriate touching, unwelcome touching, unwelcome hugging or kissing; etc., or other conduct that might create or contribute to a hostile or offensive working atmosphere.

OTHER FORMS OF UNLAWFUL HARASSMENT

We want to maintain a working environment free from all forms of unlawful harassment, whether based on race; color; religion; ancestry; national origin; age; marital or veteran status; physical or mental disabilities; on-the-job injuries; sex or pregnancy; sexual orientation or gender identity; military service; domestic violence victim; or any other legally protected characteristic or status. This means no "ethnic jokes"; religious slurs; use of offensive "slang" or derogatory terms or slurs denoting race, age, national origin, disability, etc.; mimicking one's speech, accent or disability; derogatory comments regarding protected statuses or characteristics; or other conduct that might create or contribute to a hostile or offensive working atmosphere.

REPORTING UNLAWFUL DISCRIMINATION OR HARASSMENT

Supervisors, managers and department heads are held to a higher standard and are responsible to ensure that harassment does not occur in their work areas. They are expected to exercise reasonable care to prevent and promptly correct any discrimination, workplace harassment or sexual harassment they know about or should know about. Supervisors and managers who know

or should know of conduct in violation of this policy and who fail to report such behavior or fail to take prompt, appropriate action may be subject to disciplinary action up to and including termination.

If you believe that you have been harassed, or if you witness any violation of this policy, you are encouraged to report the matter to a supervisor, department head OR directly to the Human Resources Director if you are not comfortable doing so at the supervisor or department head levels.

The Human Resources Director is responsible for ensuring that all complaints are promptly and thoroughly investigated in as confidential a manner as possible under the circumstances. To this end, whenever a supervisor witnesses or receives a complaint of harassment or discrimination, he/she shall report the incident to the Human Resources Director. Appropriate corrective action will be taken, up to and including termination, where violations have occurred.

No employee will be discriminated or retaliated against in any way for bringing a question or complaint to our attention or cooperating in an investigation of harassment.

RETALIATION

This policy prohibits retaliation against employees as a result of them filing a complaint, participate in an investigation, report observing discrimination, workplace harassment or sexual harassment. Employees who believe they have been retaliated against for actions cited herein are encouraged to report the matter to their supervisor, manager, department head OR directly to the Human Resources Director if they are not comfortable doing so at the supervisor, manager or department head levels.

CONFIDENTIALITY

All complaints will be dealt with in a discreet and confidential manner, to the extent possible. All parties are required to cooperate with the investigation and keep information regarding the investigation confidential.

NOTICE OF COMPLETION

The Human Resources Director/designee will notify the complainant and the accused when the investigation is concluded. The complainant will be advised if any part of the complaint is substantiated and that action has been taken. The complainant will not be given the specifics of the action. The complainant and the accused will be notified if the complaint is not substantiated.

Approved:



Brian Sjothun
City Manager

10-31-16

Date

_____ Employee – Print Name	
_____ Signature	_____ Date