

District 2 Public Health

Harassment	Policy No. 225
Effective Date: August 1, 2015 Revised Date:	District 2 Public Health County Boards of Health (CBH)

References:

1. Title VII of the 1964 Civil Rights Act, 42 USC 2000e, as amended by the Civil Rights Act of 1991
2. Fair Employment Practice Act (O.C.G.A. 45-19)

1.0 Purpose

The purpose of this policy is to establish the District 2 Public Health position on harassment and unlawful harassment (which includes sexual harassment), to set forth guidelines for handling violation of this policy, and to specify the complaint procedure.

2.0 Scope

This policy applies to all employees within District 2 Public Health.

3.0 Policy

- 3.1 It is the policy of District 2 Public Health that employees and their work environment shall be free of all forms of unlawful harassment and intimidation.
- 3.2 Unlawful harassment (i.e., any form of harassment relating to an individual's race, color, sex/gender- including same sex harassment, males by males or females by females- religion, age, national origin, disability or citizenship status) by any District 2 Public Health employee, supervisor, manager, or other individual doing business with or on behalf of District 2 Public Health (e.g., vendors, contractors, etc.) is a violation of this policy and shall not be tolerated.
- 3.3 Violations will subject an employee to disciplinary action up to and including termination.
- 3.4 For purposes of this policy, the term "harassment" includes but is not limited to:

- 3.4.1 Offensive remarks, jokes or slurs pertaining to an individual's race, color, sex/gender, religion, age, national origin, disability, or citizenship status;
- 3.4.2 Offensive sexual remarks, sexual gestures, sexual advances or requests for sexual favors regardless of the gender of the individual(s) involved;
- 3.4.3 Offensive or unwelcome physical conduct/contact (including touching), regardless of the gender of the individual(s) involved;
- 3.4.4 Offensive pictures, drawings, photographs, or written materials;
- 3.4.5 Offensive email or voice mail, or the use of the Internet in a manner inconsistent with the provisions in this policy (e.g. visiting sexually explicit web sites without a work-related reason to do so, etc.)
- 3.4.6 Foul or obscene language;
- 3.4.7 Threatening a reprisal or retaliating against an employee for refusing to respond to a sexual advance or a request for a sexual favor, or for reporting a violation of this policy; and
- 3.4.8 Other verbal or physical conduct of a sexual nature when:
 - 3.4.8.1 Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting such employee; or
 - 3.4.8.2 Such conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

Note: Sexually offensive conduct that does not meet the legal definition of sexual harassment may nonetheless constitute misconduct under this policy and therefore, may be a basis for disciplinary action, up to and including termination.

- 3.5 All employees are expressly prohibited from engaging in any form of harassing conduct or behavior. Employees in a supervisory or managerial capacity are also prohibited from knowingly permitting such conduct in assigned work areas.
- 3.6 No supervisor or other member of management has the authority to suggest to any employee or applicant that his or her initial or continued employment or potential advancement will be affected by his or her

participation in or refusal to participate in any form of a personal relationship.

- 3.7 Supervisors and other members of management are expressly prohibited from threatening a reprisal or initiating an adverse employment action against an employee for reporting a violation of this policy.
- 3.8 The harassment of our employees by non-employees (e.g., vendors or other third parties) in conjunction with the performance of their assigned duties and responsibilities is not to be tolerated.
- 3.9 As a condition of employment, all employees are required to read and become familiar with this policy. Additionally, each employee must sign an acknowledgement statement (Attachment #1), which will become a permanent part of his or her personnel record.
- 3.10 Complaints will be kept confidential as possible and no employee will be penalized for reporting inappropriate and harassing behavior on the part of another employee, vendor or third party.
- 3.11 Questions as to what constitutes harassing behavior or what conduct is prohibited by this policy should be directed to an employee's immediate supervisor, the next level supervisor, and/or the Human Resources Manager.

4.0 Procedures

- 4.1 If an employee believes that another employee, vendor, client, customer, contractor or other third party is harassing him or her, the employee should first inform the individual that the conduct is unacceptable and must stop. The matter should then be reported in writing to his or her supervisor or the next level supervisor to ensure that the conduct does not continue.
- 4.2 An employee observing the harassment of an employee by another employee, vendor, client, customer, contractor or third party should report the matter in writing to his or her immediate supervisor, next level supervisor or the Human Resources Manager.
- 4.3 If the harassing behavior involves the employee's immediate supervisor, next level supervisor or other management representative, or if the employee feels uncomfortable in discussing the matter with these individuals, the employee should contact the Human Resources Director and submit a written report.

- 4.4 Supervisors who receive a complaint or become aware of a complaint of sexual harassment **must** report the complaint to the Human Resources Manager for further guidance and consultation.

Note: Failure to report and/or investigate a complaint of sexual harassment may result in disciplinary action, up to and including termination.

- 4.5 Employees alleging that they are currently or have been subjected to harassment or subjected to retaliation as a result of reporting harassment or cooperating with a harassment investigation may file a complaint under the Unlawful Discrimination/Harassment Complaint Procedure (See Policy #226).

4.5.1 The complaint will be investigated promptly and thoroughly in accordance with the Unlawful Discrimination/Harassment Complaint Procedure.

4.5.2 Any employee found to have violated the provisions of this policy will be subject to disciplinary action up to and including termination.

- 4.6 At the conclusion of the investigation, the employee will be notified of the results and any action(s) taken by District 2 Public Health.

For additional information or assistance, contact the District Human Resources Department at (770) 535-2342.

Approval:		
	District Health Director/Appointing Authority	Date



District 2 Public Health

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Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White Counties

APPENDIX A

District 2 Public Health

Employee Acknowledgement of Harassment Policy

I acknowledge that I have received a copy of the District 2 Public Health Harassment Policy. I have read it, will become familiar with it and will comply with it. If I believe the policy has been violated in any way, I will report it immediately to my supervisor, next level supervisor or the Human Resources Director. I understand that any violation of this policy may be grounds for disciplinary action, up to and including termination.

Employee Name (please print)

Employee Signature

Date