

## Harassment and Sexual Harassment

It is the intent of the City of Louisville to maintain a safe work environment where all employees are free from harassment. Any form of harassment, including sexual harassment of a City employee by anyone, including any supervisor, co-worker, vendor, or customer of the City is strictly prohibited.

Harassment consists of unwelcome conduct, whether verbal, physical or visual. The transmission, downloading, storage or distribution of material containing inappropriate comments that are sexually, racially or ethnically offensive, or which contain jokes, slurs or disparagements of or threat to others is prohibited. Similarly, insulting, degrading, threatening or otherwise offensive, hostile remarks, graffiti, posters, writings, gestures, actions or other communications are strictly prohibited. The preceding list of forms of misconduct is not all-inclusive, but is intended merely to illustrate some of the activities which the City's harassment policy prohibits.

- Sexual harassment is any advance, request, or conduct (verbal, visual, physical) of a sexual nature when:
- Submission to or rejection of such conduct is an explicit or implicit term or condition of employment;
- Submission to or rejection of such conduct is used as a basis for any employment-related decision;
- The conduct has the purpose or effect of unreasonably interfering with work performance; or
- The conduct creates a sexually intimidating, hostile or offensive work environment.

An employee who is subjected to any form of harassment shall report the incident or situation to one of the following: his/her immediate supervisor, or any supervisor or manager, or any Department Director, or any member of the Human Resources Staff. The immediate supervisor is responsible for conduct between co-workers and the conduct of non-employees in the workplace where the supervisor has knowledge of or should have known of harassing conduct. This responsibility includes taking immediate action to report allegations of harassment and to assist in correcting such behavior.

Each reported incident of harassment will be investigated and documented by the Human Resources Staff or third party as determined by the Human Resources Manager. Employees must cooperate in any investigation involving questionable employee conduct. Investigations will be handled on a strict "need to know" basis. The City will not tolerate retaliation against any individual who brings a harassment complaint in good faith, or who testifies and/or assist in any investigation. Employees in violation of this policy will be subject to disciplinary action, up to and including termination. A false statement(s) of harassing behavior shall result in discipline, up to and including termination. Employees who participate in an investigation will not be retaliated against for participating or advancing complaints or concerns. Any employee participating in an investigation who believes they have experienced any form of retaliation shall report this immediately to the Human Resources Staff.