

City of Fort Payne

Sexual Harassment Policy

The City of Fort Payne believes all employees should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship. Sexual harassment constitutes discrimination and is illegal under Federal, State, and local laws and will not be tolerated by the City of Fort Payne. No employee, either male or female, should be subjected, verbally or physically, to unsolicited and unwelcomed sexual overtures or conduct.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, and that debilitates morale and, therefore, interferes with work effectiveness and productivity.

Behavior that amounts to sexual harassment may result in disciplinary action, up to and including dismissal.

Definition

The City of Fort Payne has adopted, and its policy is based on, the definition of sexual harassment set forth by the Equal Employment Opportunity Commission (EEOC). The EEOC defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of your employment;
- submission to or rejection of such conduct by you is used as the basis for employment decisions affecting you; or
- such conduct has the purpose or effect of unreasonably interfering with your work performance or creating an intimidating, hostile, or offensive work environment.

Employer's Responsibility

The City of Fort Payne wants you to have a work environment free of sexual harassment by management personnel, by your coworkers, and by others with whom you must interact in the course of your work as a City of Fort Payne employee. Sexual harassment is specifically prohibited as unlawful and as a violation of The City of Fort Payne's policy. The City of Fort Payne is responsible for preventing sexual harassment in the workplace, for taking immediate corrective action to stop sexual harassment in the workplace, and for promptly investigating any allegation of work-related sexual harassment.

Complaint Procedure

If you experience or witness sexual harassment in the workplace, report it immediately to Human Resources, in writing. You may accompany or follow up your written complaint with a verbal complaint. You may also report harassment to any other member of The City of Fort Payne's management. However, reports should not be made to a member of City Council, due to their role in the dismissal process as provided in the City of Fort Payne's personnel policy.

Within ten (10) days after a written complaint is made, a supervisor, or other person designated by Human Resources, will investigate the complaint. The person will speak with possible witnesses and will

Speak with the person named in your complaint. To the extent possible, your confidentiality, and that of any witnesses and the alleged harasser, will be protected against unnecessary disclosure. Depending on the complexity of the investigation, you should be contacted within 21 days about the status of your complaint and whether action is being taken.

Retaliation Prohibited

The City of Fort Payne will permit no employment-based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.

Written Policy

You will receive a copy of The City of Fort Payne's sexual harassment policy when you begin working for The City of Fort Payne. If at any time you would like another copy of that policy, please contact the City Clerk. If The City of Fort Payne should amend or modify its sexual harassment policy, you will receive an individual copy of the amended or modified policy.

Penalties

Sexual harassment will not be tolerated at The City of Fort Payne. If an investigation of any allegation of sexual harassment shows that harassing behavior has taken place, the harasser will be subject to disciplinary action, up to and including dismissal.