



# POLICY MANUAL

## Personnel - Standards Prohibition of Harassment

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Code: 1 – 6 – 6

Book Chapter Subject

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6.0 Purpose: The purpose of this policy is to define and issue to all employees the City's policy on the prohibition of harassment in employment and the procedure for receiving complaints.

6.01 Scope: All Fire Department Personnel.

### 6.02 **POLICY**

It is the intent of the City of Clovis to provide a business-like environment, free from all forms of harassment which would interfere with an individual's work performance or create an intimidating, hostile or offensive working environment.

Harassment of any applicant or employee of the City by an employee or officer of the City on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age will not be tolerated.

Disciplinary action, up to and including termination, will be instituted for behavior described in the following definition of harassment.

### 6.03 **DEFINITION**

As defined by this policy, harassment includes, but is not limited to:

- A. Verbal Forms of Harassment - For examples epithets, derogatory comments, jokes or slurs on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age.
- B. Physical Forms of Harassment - For example, assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, or age.
- C. Visual Forms of Harassment - For example, derogatory posters, notices, bulletins, cartoons, calendars, drawings, or publications on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age.
- D. Sexual Forms of Harassment - For example, unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.



#### 6.04 COMPLAINT PROCESS

An employee who has been harassed on the job should inform the employer, its agents or supervisors of the incident. To accommodate the unique nature of harassment complaints, a complaint process is provided for the primary purpose of resolution of a complaint at the earliest possible date.

Elements of this process are:

- A. Complaint Advisors - Managers and supervisors in every City Department and the Personnel Office will be available to receive harassment complaints. Advisors will be trained and their function will include, but not be limited to:
  - 1. Counsel the employee and outline the options available.
  - 2. Obtain a factual written statement of the complaint to be filed with the appropriate Department Head and the Personnel Officer.
  - 3. Assist in the follow-up investigation by interviewing the accused, witnesses, and supervisors as appropriate.
  - 4. Recommend disposition of the complaint.
- B. Department Head and Personnel Officer - Will authorize an investigation of the complaint to include a review of factual information collected to determine whether the alleged conduct constitutes harassment, giving consideration to the record as a whole and the totality of circumstances, including the nature of the verbal, physical, visual or sexual favor aspect of the advance and the context in which the alleged incidents occurred. Will recommend and/or take appropriate action.
- C. Confidentiality - Confidentiality will be maintained to protect the privacy of parties involved in a complaint. Files pertaining to complaints handled under the complaint process will not be made available to the general public.