SUBJECT:	SEXUAL HARASSMENT	**SECTION:**	109.01
REVISED:	MARCH 1, 2008	**PAGE(S):**	3

PURPOSE

To define a policy that prohibits sexual harassment, provides information relative to understanding forms of sexual harassment, defines supervisory and member responsibility to make this policy effective and to detail investigation of complaints of sexual harassment.

REFERENCES

City of Reading – Policy on Sexual Harassment

POLICY

It is the policy of the City of Reading to create an atmosphere for our mission that is free of behavior that unfairly introduces sexual harassment or discrimination into work relationships.

Any type of sexual harassment of one City employee against another that interferes with good working conditions or job opportunities is a violation of city policy and employees responsible will be subject to severe disciplinary action.

Employees who are subjected to sexual harassment of any type are required to report to any member of management any violations of the policy, in a timely fashion.

Sexual harassment of any employee by non-employees (i.e. clients, contractors, vendors, etc.) should also be reported under this policy for proper investigation.

Telling someone that their behavior is unwanted or offensive is an important first step in stopping sexual harassment. It puts the person on notice and gives them the opportunity to change.

Failure to report any type of harassment will be considered by management to indicate an acceptable relationship or that the incidents do not create unreasonable working conditions.

The City of Reading also recognizes that false accusation of harassment can have serious effects upon the accused; therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of harassment.

DEFINITIONS

Sexual harassment can be found as offering or threatening positive or negative work related sanctions as a reward or punishment for sexual favors; as the creation of a hostile environment where behaviors, verbal, visual or other actions of a sexual nature serve to create an intimidating hostile or abusive environment interfering with an individual's work performance or take the form of potentially criminal sexual battery.

Sexual harassment may occur by a man against a woman, a woman against a man, a man against a man, or woman against a woman.

Hostile environment is defined as an environment containing sexual advances, innuendos, vulgar statements, and so on that the employee considers hostile or to which he or she objects.

Quid pro quo is defined as "give something to get something".

PROCEDURE FOR REPORTING SEXUAL HARASSMENT

1. Complaints of sexual harassment can be reported to any member of management and must be filed in a timely manner. The name of the person(s) involved **must** be disclosed.

2. Separate interviews will be held, expeditiously, with both the person(s) involved and the complainant.

3. Any additional information required such as witness statements will be collected as soon as possible.

4. If the complaint is valid under the facts, quick action will be taken. Disciplinary action will depend on the severity of the harassment.

5. All information will be confidential and there will be absolutely no retaliation for reporting.

6. Any management personnel who receive a complaint of harassment must notify the Safety/Service Director immediately. The Safety/Service Director will ensure proper procedures are followed in regards to investigation and disciplinary action if appropriate.

INVESTIGATION PROCEDURE

Complaints of sexual harassment shall be investigated under the following guidelines:

1. Both complainant and person(s) involved shall be interviewed separately.
2. The interview will take place as quickly as possible after management has knowledge of the unwelcome incident or condition.
3. If facts are in dispute, no action will take place until the investigator is of the opinion that the facts have been established.
4. Both the complainant and the person(s) involved will be told of the results of the investigation.
5. Discipline will be given accordingly to the facts of each case, but the matter will immediately be corrected where necessary.

RESPONSIBILITY

All employees, without exception, must strictly adhere to his policy.