

Iowa County, Iowa
Policy Manual

Title: Harassment	Reference #: HR004
Subject: Human Resources	Date Effective/Revised: 7/1/2016
Department (s): All	Approved By: Board of Supervisors

Prohibited Harassment

It is the policy of Iowa County that no employee be harassed by another employee, customer, volunteer or vendor on the basis of race, color, religion, creed, age (if over the age of 18), sex, sexual orientation, gender identity, national origin, disability, veteran or military status, pregnancy, genetic predisposition, marital status, or other classes protected by law.

Illegal harassment, whether verbal or physical, will not be tolerated. All members of management and supervisory personnel have the explicit responsibility and duty to take corrective action to prevent any illegal harassment of our employees or customers.

With regard to sexual harassment, it is illegal and against County policy to harass someone by:

1. Making sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature, a condition of hire or continued employment; or
2. Making submission to, or rejection, or such conduct the basis for an employment decision affecting the employee such as assignment, compensation, advancement or career development; or
3. Creating an intimidating, hostile or offensive work environment by engaging in such conduct.

Sexual harassment infringes upon an employee's right to a comfortable work environment and is a form of misconduct that undermines the integrity of the employment relationship. Sexual harassment refers to conduct that is offensive to an individual, that harms morale, and that interferes with the efficiency and effectiveness of our business. Sexual harassment includes, but is not limited to, the following:

1. Verbal: sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats.
2. Nonverbal: sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
3. Physical: unwanted physical contact, including touching, pinching, hugging, kissing, brushing the body, coerced sexual contact, assault.
4. Repeated threats or demands to submit to sexual requests in order to continue employment or receive a job-related benefit.
5. Retaliation for reporting or threatening to report harassment.

Employees who believe that they have been subjected to sexual harassment either by a County employee, patron, volunteer or vendor should promptly submit a written complaint to his or her Elected Official/Department Head, the Human Resources Director, the County Attorney or to the

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Chairperson of the Board of Supervisors. If the employee has reported an incident of alleged sexual harassment and believes that their charge has not been dealt with in an expeditious and effective manner, the employee should report the incident to the Board of Supervisors or the appropriate governing board.

In order to protect the interests of its employees, its citizens, and the County itself, the County will investigate every complaint of sexual harassment that is brought to its attention. Complaint investigations will be treated professionally, and all statements will be promptly investigated with as much confidentiality as possible. If the County determines that an employee did engage in behavior or conduct that constitutes sexual harassment, disciplinary action of some kind will be taken and may include termination of employment.

All employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation.

Disciplinary action will be taken for deliberately filing false charges of sexual harassment.

This policy applies to all employees of Iowa County, all elected officials, all members of citizen boards and commissions, all independent contractors, and all volunteers .