



Human Resources – Harassment Policy

DATE APPROVED: February, 2016
DATE REVISED:
SOURCE: Human Resources Department
PREPARED BY: Michael Vetrano – Director – Human Resources
Policy: Y
Procedure: Y

Purpose:

To provide definitions of “harassment” and describe the City of Everett’s attitude towards it.

Person(s) Responsible:

All City of Everett Employees, with particular emphasis on supervisors of people

Scope of Employees Covered:

All City of Everett Employees

References:

None

Policy Statement:

It is the policy of the City of Everett that all of its employees should be able to enjoy a work environment free from all forms of discrimination, including harassment. Harassment is defined as verbal, physical or visual behavior which is unsolicited, unwelcome and interferes with an individual’s work performance.

All forms of harassment are unlawful. It is also unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of a complaint of sexual harassment.

POLICY:

Harassment undermines the integrity of the employment relationship by creating an intimidating or hostile work environment. The City of Everett is committed to a work atmosphere that is free of tension caused by demeaning or harassing conduct, including animosity or ill-will based on race, color, religion, age, gender, sexual preference, ethnic origin or disability.

Therefore, **any form of verbal, non-verbal, physical or sexual harassment of employees will not be tolerated.** The City is committed to investigating claims of harassment, providing a means of resolving what is considered by the employee to be harassment, and taking prompt and appropriate disciplinary action to correct any such situations, up to and including termination.

It is not harassment for a supervisor or manager to enforce job performance and conduct standards.



1. Verbal Harassment includes use of language which may be considered a vulgar, offensive, demeaning, threatening or discriminatory expression; this could include circulating stories or rumors about a person.
2. Non-Verbal Harassment includes actions or behaviors that are lewd, demeaning or insulting such as leaning over someone in a threatening manner, or drawing / posting / having within view inappropriate pictures, cartoons or other graphic materials.
3. Physical Harassment includes slamming objects in the workplace to demand attention, impeding someone's movements, hitting, shoving, pushing, or any form of unsolicited and unwanted physical contact.
4. Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature including, but not limited to:
 - Repeated offensive sexual flirtations;
 - Repeated unsolicited, unwelcome sexual advances or propositions;
 - Implication that submission to such advances is a basis for employment, promotion, compensation, favorable treatment, job security, etc.;
 - The display of sexually suggestive objects or pictures;
 - Any conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment;
 - Remarks concerning a person's body or clothing;
 - Unwelcome jokes, comments or conversations regarding sexual activity, including crude and offensive language.

Such conduct, whether committed by supervisor or non-supervisory personnel, co-workers, vendors or customers, is specifically prohibited. No one should imply or threaten that an applicant or employee's "cooperation" (or refusal) of a sexual nature will have any effect on the individual employment assignment, compensation, schedule, transfer, promotion, career development or any other condition of employment.

PROCEDURE:

Reporting

Any employee who is subjected to harassment or intimidation should immediately report such harassment or intimidation to his/her manager and/or a Human Resources representative.

When problems arise, employees are expected to bring concerns to their supervisors informally through a meeting or an on-the-job discussion. In most cases, this should resolve the concern. If not resolved, or if you believe that the matter cannot be raised with your supervisor, you should take the matter to your supervisor's supervisor. If your concern remains unresolved, you are welcome to contact your third-level supervisor, or the City Solicitor, to discuss the situation and desired solution.



At all times, the City's Human Resources specialists are available to assist you with concerns. Phone numbers for local contacts are listed below.

You can also call Human Resources at 617-394-2280 if at any time you:

- Do not feel comfortable contacting the designated supervisor or Employee Relations specialist;
- Do not feel your concern was appropriately addressed;
- Do not have the contact information for the appropriate person;
- Have not received a response to your concern within 10 business days.

No employee will be treated unfairly for using the reporting process. Retaliating against an employee for using this Process in good faith are a violation of City Policy and any person (including Management and Supervisors) doing so is subject to discipline, up to and including termination of employment.

LOCAL CONTACTS:

Michael E. Vetrano Sr.
Director, Human Resources
City of Everett

484 Broadway, Room # 32
Everett, MA 02149
P: 617-394-2280
F: 617-394-2217

Michael.Vetrano@ci.everett.ma.us

Massachusetts Commission Against Discrimination

One Ashburton Place
6th floor Room 601
Boston MA 02108
(617) 994-6000

US Equal Employment Opportunity Commission

John F. Kennedy Building
475 Government Center
Boston MA 02203
(800) 669-4000

Enforcement

If a complaint is determined to be substantiated, disciplinary action, which may include termination, will be taken against the offender. If it is determined that a false complaint was filed, disciplinary action, up to and including termination, will be taken against the complainant.



Employee Acknowledgement of Harassment Policy Update

I have received a copy of the City of Everett Harassment Policy. As a condition of employment, I agree to abide by the rules set forth in this policy. Questions or concerns regarding this policy have been discussed with my immediate supervisor and have been resolved prior to my signing below.

Signature: _____ **Date:** _____

Name (Print): _____ **Employee #:** _____