



## I. PURPOSE

To reaffirm the City's commitment to maintaining a workplace free from disrespect and harassment including actions or words, which may intimidate or offend others.

## II. APPLICABILITY

This regulation applies to all employees, applicants, contractors, customers, vendors, volunteers, interns, and visitors.

## III. POLICY

### 1. Respectful Work Environment

- a. All individuals, regardless of role or status, are responsible for behaving respectfully and for refraining from disrespectful behaviors. It is the expectation that all employees promote respect, positivity, and civility in our workplace through behaviors including but not limited to the following:
  - i. Using respectful, supportive, and encouraging language;
  - ii. Providing direct, non-personal feedback as opposed to criticism;
  - iii. Approaching conflict with maturity by working collaboratively toward resolution;
  - iv. Observing personal boundaries of space, quiet and interruption; and
  - v. Understanding a diverse workforce.

### 2. Harassment

- a. Discrimination or harassment in any aspect will not be tolerated, and the City will take all reasonable steps necessary to prevent and/or remedy any occurrences. The City recognizes all protected characteristics such as gender, race, color, national origin, religion, age, veteran status, physical or mental disability, sexual orientation, marital status, ancestry, or any other legally protected status.
- b. Sexual harassment is unlawful and is prohibited by this policy. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - i. An individual's submission to such conduct is made, either explicitly or implicitly, a term or condition of that individual's employment; or



- ii. An individual's submission to or rejection of such conduct is used as the basis for an employment decision affecting that individual; or
    - iii. The conduct is so pervasive as to (has the purpose or effect of) unreasonably interfere with an individual's work performance; or
    - iv. The conduct creates an intimidating, hostile, abusive, or offensive work environment.
  - c. It is the responsibility of all employees to report conduct prohibited by this policy, even if the conduct is directed toward someone else. Harassment may include but is not limited to the following:
    - i. Comments or conduct deemed abusive, offensive, demeaning or vexatious that are known to be unwelcome;
    - ii. Unwanted and unwelcomed behavior of an affectionate, sexual, or abusive nature;
    - iii. Actions, gestures, or verbal comments that are intended to intimidate, offend, or humiliate a particular person or group of people;
    - iv. Intentional exclusion resulting in interference with work performance;
    - v. Display of offensive graphic material; or
    - vi. Use of authority in a manner that serves no legitimate work purpose.
  - d. The City will raise awareness through regular education. New employees or volunteers will be required to complete harassment prevention training in a timely manner from the date of hire and a refresher course every two years. Supervisors may be required to complete an additional segment.
- 3. Complaint
  - a. Employees are required to report acts of discrimination, harassment or disrespectful behavior to a supervisor, manager, higher-ranking manager, or the Human Resources Department within 45 days of the date they knew or should have known of such (alleged) behavior.
  - b. Once a supervisor has been notified of a complaint, or is aware of such conduct, they shall immediately report the information to Human Resources. Departments must report all complaints of discrimination, harassment, and retaliation to Human Resources.



- c. Upon receipt of complaint, the Human Resources Department will conduct a preliminary interview to determine if a more extensive investigation is necessary by interviewing involved parties, gathering evidence, analyzing the results, and formulating a conclusion.
  - d. Upon determination of the need for an investigation, the Human Resources Department, or designee, shall conduct a prompt, full and fair investigation. All individuals requested to participate in an investigation are expected to cooperate in good faith and provide truthful and complete information. When necessary, recommendations for remedial and/or disciplinary action will be included as part of the investigation results. The result of the investigation will be communicated to the complainant(s), accused, and all others concerned when appropriate.
4. Confidentiality
- a. Respect for privacy is an important aspect of a respectful workplace. Complaints of harassment and discrimination will be received and managed in a confidential manner. Information gathered will be used for intended purposes only.
  - b. Confidentiality will be maintained with respect to the complaint, and the results of the investigation to the extent authorized by the Arizona Public Records law, A.R.S. § 39-121, et seq. Once the investigation has been completed, it may be available for public inspection with some redactions as legally appropriate.
5. Other
- a. Retaliation against an individual who reports, files a complaint, or otherwise opposes conduct is prohibited. Individuals experiencing retaliation from filing a complaint or participating in an investigation of a complaint are expected to report it to their supervisor, higher-ranking manager, or the Human Resources Department immediately. Individuals found to be the cause of retaliation against an individual who reports or files a complaint, will be subject to disciplinary action, up to and including termination.
  - b. Reports of harassment or discrimination will be treated as a serious charge. Any employee making a deliberately false report will be subject to disciplinary action up to and including termination.

  
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Jeff Tyne, City Manager