



SECTION: Employee Relations
TOPIC: Prohibition of Harassment
DATE: February, 2018

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: PROHIBITION OF HARASSMENT

1. INTRODUCTION

Dane County is committed to providing a professional work environment. This means that the County will not tolerate unlawful harassment directed at an employee because of their age, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, affection preference, physical appearance, economic status, arrest record, conviction record or membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state is prohibited. Conditions of employment will be maintained and improved, when necessary, to ensure that all employees are able to maximize their potential. This shall include, but is not limited to the following:

a. All employees are entitled to working conditions free from intimidation or harassment. This includes all individuals affiliated with the County in any capacity.

b. Harassing behavior that is expressly prohibited shall include but is not limited to: sexual; religious; ethnic; racial slurs and/or sexual, religious, ethnic and/or racial stereotyping; physical or verbal aggression; explicit or implied threats; ridicule; name calling; malicious gossip or other activity that contributes to a denial of employment opportunities and/or contributes to an intimidating or hostile work environment.

Employees are expected to conduct themselves in a manner consistent with the spirit and intent of this policy.

2. IF HARASSED:

Employees who feel they have been harassed must promptly report the conduct to their supervisor or another individual in management, Employee Relations, and/or the Office of Equity & Inclusion (OEI). Use of the OEI complaint form posted on the Administrative Practices Manual is optional. If an employee is being harassed while at work by a contractor, bidder, or other non-County employee with whom the employee has contact while at work, the employee must promptly report the concerns as if the harassment were done by a County employee or agent.

3. IF WITNESSING HARASSMENT:

Employees who are aware of another employee being harassed in violation of this policy must promptly report their concerns as described in the immediately preceding paragraph. All employees, whether victims of harassment or not, must bring violations of this policy to the attention of the County by informing one of the individuals described above.



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4. INVESTIGATION AND DISCIPLINARY ACTION:

Complaints will be investigated promptly. The information provided will be shared on a “need-to-know” basis only. Appropriate disciplinary action will be taken against any employee found to have violated this policy. Such discipline may include, but is not limited to, warning, suspension, demotion, pay cut, or discharge of employment. In the case of harassment by a contractor, bidder, or other non-County employee with whom the employee has contact while at work, the County will act promptly to remedy the harassment and prevent further occurrences.

5. REPRISALS/RETALIATION:

Anyone filing a complaint under this procedure or anyone who aids, testifies, investigates, or in any way assists in an investigation shall do so without fear of coercion, interference, intimidation, obstruction or reprisals of any form. It is a violation of Chapter 19.14 (8), Dane County Ordinances and Chapter 111.322 (3) Wisconsin State Statutes, to discriminate against an individual "because he or she has made a complaint, testified or assisted in any proceedings" Any individual found to be in violation of Chapter 111.322 (3) Wisconsin State Statute and Chapter 19.14 (8) Dane County Ordinance will be subject to disciplinary action.

Anyone who engages in or assists in reprisals or retaliates against a Complainant for making a good faith complaint, or anyone who was part of the investigation of such a complaint, will be subject to disciplinary action including but not limited to discharge from Dane County Civil Service.

6. COMPLAINT PROCESS:

Employees who feel that they have been **sexually harassed or discriminated** against must immediately notify **either**:

- **Their Department**-Department Head, Supervisor or Department Affirmative Action Liaison; or
- **The Office for Equity & Inclusion** – 608/283-1391, TYY: Call WI Relay 711, Room 356, City County Building.