

ALLEGAN COUNTY EMPLOYEE HANDBOOK

Category: Administrative Policy
Number: 201
Approved: March 10, 2005, supersedes prior policies
Subject: EQUAL EMPLOYMENT OPPORTUNITY/SEXUAL HARASSMENT

Allegan County is an equal employment opportunity employer, pledged to nondiscrimination in employment as required by law. Employment decisions will be made without regard to illegal criteria such as race, creed, color, national origin, religion, age, sex, height, weight, marital status and handicap as defined by law.

Allegan County expects all employees to conduct themselves with dignity and with respect for fellow employees and others. Harassment of others will not be tolerated. Unlawful harassment is any unwelcome conduct, whether verbal, physical, or visual, that is based on sex, race, color, ancestry, religion, national origin, age, disability, or other protected group status.

Sexual harassment is a violation of federal and state regulations, and is expressly prohibited. Examples of conduct that may be sexual harassment include sexual propositions, sexual innuendo, suggestive comments, sexually oriented teasing, touching or joking, foul or obscene language or gestures, display of foul or obscene material. Specific prohibited conduct includes the following:

- Unwelcome sexual advances, requests or demands for sexual favors, or other verbal or physical conduct of a sexual nature, as a condition of any person's continued employment or association with Allegan County.
- Demands for sexual favors or the retaliation against any employee for the report of such conduct, or using either as a basis for employment related decisions.
- Creating an intimidating, hostile, or offensive working environment.

Allegan County does not condone or allow any harassment of others (sexual or otherwise) whether engaged in by fellow employees, supervisors, vendors or other non-employees who conduct business with Allegan County. Any employee who violates this policy may be subject to discipline up to and including discharge.

If you have experienced or witnessed conduct which you believe to be harassment, you are to immediately report this to your supervisor or to the Department head. If you prefer, you may notify the Human Resources Director /Assistant County Administrator and/or County Administrator directly. Each report will be given serious consideration and investigated thoroughly and discreetly, protecting an employee's confidentiality whenever possible. Appropriate action will be taken to stop the harassment and prevent retaliation.

Department heads are required to review this policy with all employees annually and submit verification of the review to the Human Resources Department.