

CORPORATE POLICY

SUBJECT: Harassment	CATEGORY: HR
	ORIGINAL DATE: May 1, 1985
	REVIEWED DATE: February 22, 2017
	REVISION DATE: February 22, 2017

I. POLICY:

The Lake County Health Department and Community Health Center is committed to maintaining a diverse workforce and providing an inclusive work environment that is free of discrimination and unlawful harassment. Harassment based on an individual's gender, race, color, national origin, ancestry, age, religion, sexual orientation, or any other legally protected characteristic, will not be tolerated in the workplace or in other work related settings including, business trips, seminars and business related social events. Additionally, employees should consider their conduct via social media platforms where they may interact with co-workers. These policies also apply to vendors, contractors and outside customers and visitors.

A. Sexual Harassment

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment is not limited to sexual favors. Other examples also include:

1. Sex-oriented verbal "teasing" or jokes;
2. Repeated offensive sexual flirtations, advances or propositions;
3. Continue or repeated verbal abuse of a sexual nature;
4. Graphic or degrading comments about an individual or his/her appearance;
5. The display of sexually suggestive objects or pictures;
6. Subtle pressure for sexual activity; or
7. Inappropriate physical contact

B. Other Types of Harassment

Sexual harassment is not the only type of harassment that should be reported. If an employee believes that he or she, or another employee, has been subjected to a hostile or abusive work environment because of their race, color, sexual orientation, national origin, ancestry, age, religion or any other legally protected characteristic they should report that conduct

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immediately.

- C. If an employee or supervisor is unsure whether verbal, nonverbal or physical conduct constitutes “harassment” under this policy, they should ask Human Resources for assistance. The following are some factors that are used to determine whether conduct rises to the level of a hostile work environment:

1. The frequency and severity of the conduct;
2. Whether a reasonable person would find the conduct intimidating or offensive and;
3. Whether the conduct unreasonably interferes with an employee’s work performance.

- D. Duty to Report Harassment:

All employees are responsible for ensuring that no form of unlawful harassment occurs in their workplace. If you observe such conduct or if such conduct is reported to you, you have a duty to report the incident to your supervisor, ~~Service Area~~ Director, the Director of Human Resources or the Human Resources Manager. Employees may report allegations directly to their ~~Service Area~~ Director or to Human Resources without first reporting the allegations to their direct supervisor. Any employee who believes that he or she has been subjected to harassment by anyone, including supervisors, coworkers, clients, or visitors, should if possible, make it clear to the offender that he or she finds such behavior offensive. However, employees are also not required to confront the person accused of harassment and in fact, should refrain from doing so if they are concerned for their safety. Harassment should be reported even if an alleged victim or the alleged source of the harassment is not an employee of the Health Department.

All allegations of harassment will be taken seriously and promptly investigated by Human Resources.

- E. Responsibilities of Supervisors:

If a supervisor hears about or observes any incident that may be construed as harassment, they are required to report that incident immediately to their ~~Service Area~~ Director, the Director of Human Resources or the Human Resources Manager so that Human Resources can initiate an investigation into the matter. Supervisors should report allegations of harassment even in situations where the complaint appears questionable; where the complainant has requested confidentiality; when the person being subjected to the conduct does not or refuses to complain about the conduct or; when the incident involves the conduct of non-employees or employees who do not work under their supervision.

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F. Retaliation Prohibited:

The law prohibits retaliation against an employee who, in good faith, reports harassment or assists or cooperates in the investigation or a harassment complaint. Those individuals will not be subjected to discipline or retaliation for their cooperation in the investigation. Any threat of retaliation or attempt to do so should be reported immediately to the Director of Human Resources, the Human Resources Manager or the employee's ~~Service Area~~ Director.

II. SCOPE:

All Lake County Health Department and Community Health Center employees

III. PROCEDURE: NONE

IV. REFERENCES: NONE

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____

Previous Revisions: May 9, 2001, May 23, 2012