



## Human Resources

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### Illegal Harassment

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Illegal harassment, as in the case of sexual harassment and harassment based on gender, age, race, color, religion, disability, marital status or natural origin, is against the law, unacceptable and conduct that will not be tolerated by the City.

It is minimally expected that employees will at all times treat other employees and outside parties, i.e., the public, customers, guests, visitors, vendors, etc., respectfully, with dignity, and in a manner so as not to offend their sensibilities. To do otherwise potentially exposes not only the City, but the individuals involved to liability under the law.

The City is committed to investigating and eradicating any form of harassment. It is an employee's obligation and duty to report any incident of harassment or retaliation in the workplace to the immediate supervisor, HR Division Director or City Manager. With the cooperation of the concerned employee, an investigation will be carried out with respect for the confidences and sensitivity of all persons involved and the concerned employee will be afforded protection from retaliation.

The results of any investigation of alleged harassment will be promptly communicated to the employee. Where charges of sexual harassment are substantiated, appropriate action will be taken and appropriate disciplinary action may range from counseling to termination of employment.