

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 122-A

REFERENCE STANDARDS: 26.1.3

SUBJECT: Workplace Conduct Policy

POLICY: The purpose of this directive is to establish and maintain a professional working environment and to provide procedures for reporting, investigating, and resolving complaints of all forms of harassment; including sexual harassment.

It is the policy of the Village through its Personnel Rules and Regulations and of the Hanover Park Police Department that all employees have the right to work in an environment that is free of all forms of harassment. Harassment, in any form, will not be tolerated and necessary action will be taken to prevent and /or remedy any reported incidents of harassment. All complaints will result in prompt, fair and complete investigation.

I. Definitions

SEXUAL HARASSMENT: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly 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 individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

WORKPLACE HARASSMENT: Conduct that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

II. Procedures

A. PROHIBITED ACTIVITY

1. No employee shall maliciously ridicule, mock, or belittle any person.
2. No employee shall make offensive or derogatory comments based on race, sex, religion, national origin, age or disability either directly or to a third party.

POLICE OPERATIONS MANUAL

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VILLAGE OF HANOVER PARK

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3. No employee shall sexually harass another person. This includes but is not limited to the examples contained in the Personnel Rules.
4. Retaliation in any form against an employee for filing a harassment complaint or for assisting, testifying, or participating in the investigation of such complaint is strictly prohibited.
5. Displays of inappropriate posters, cartoons, other illustrations or photographs bearing sexual, suggestive, or improper content within the department.
6. False accusations of workplace harassment are viewed to be as severe a form of misconduct as the harassment itself. Fabrications or false statements made in such cases will be thoroughly investigated and, if sustained, will be met with disciplinary action.

B. EMPLOYEE RESPONSIBILITIES

1. Employees who encounter harassment should tell the harasser that their actions are unwelcome and offensive.
2. Any employee who is harassed or witnesses harassment should report the incident to either:
 - a. Director of Human Resources
 - b. Their immediate supervisor
 - c. A supervisor other than their direct supervisor
 - d. Chief of Police

C. SUPERVISOR'S RESPONSIBILITIES

1. Supervisors who receive an initial, minor complaint of harassment shall:
 - a. Immediately report the incident(s) to the Director of Human Resources and the Chief of Police;
 - b. Document the allegation for further investigation;
 - c. Maintain strict confidentiality on the incident.
2. If the offending conduct is severe or persistent, supervisors shall:
 - a. Protect the well being of the complainant;
 - b. Order the offending party to immediately cease;
 - c. Complete the requirements of C1 and advise of retaliation prohibition in A4.
3. Supervisors shall:
 - a. Educate employees about harassment, department and Village policies and procedures for resolving such problems;
 - b. Monitor their commands for signs of harassment or prohibited activity and taking appropriate intervention;

- c. Coordinate with the Human Resources Department appropriate responses to the complainant and alleged harasser.