



City of Wyoming, Michigan
Administrative Policy

Subject: Harassment and Employee Dignity Policy

Department: Human Resources – Kimberly Oostindie, Director

Department Head: /s/Kimberly Oostindie

Date: 05/28/2014

Curtis Holt, City Manager: /s/Curtis Holt

Date: 05/28/2014

[Original policy May 2014.]

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HARASSMENT AND EMPLOYEE DIGNITY POLICY

Harassment for any discriminatory reason (that is, based on a legally-protected class or activity) is prohibited by state and federal laws. Each employee has the right to work in an environment free from unlawful harassment and discrimination. Harassing anyone, including but not limited to sexual or racial harassment, will not be tolerated.

The City prohibits not only unlawful harassment, but also other unprofessional or discourteous actions. The City expects all employees to conduct themselves with civility and respect for the dignity of all other employees, as well as citizens and other members of the public. Any employee who violates this policy is subject to discipline up to and including termination.

Unlawful harassment includes:

1. Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is unlawful sexual harassment when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment
 - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual
 - 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

Examples of prohibited actions and statements include derogatory or vulgar comments regarding a person's gender, sexually suggestive language, remarks about a person's anatomy, threats of physical harm, and distribution of written or graphic sexual materials. Also prohibited are nude pictures, sexually oriented magazines or posters, and other words or pictures of a sexually suggestive nature. Prohibited actions include touching another person in a sexually suggestive way or in a gender/sexual location, and physical contact such as hitting and pushing or threats to take such action.

2. Racial/National Origin Harassment – Hostile, intimidating, or offensive actions by a person based on an individual’s racial or ethnic origin, or incitement to commit such conduct including, but not limited to, derogatory comments, racial jokes, slurs, epithets, graffiti, or physical acts.
3. Other Unlawful Harassment – Unwelcome verbal, physical, or other conduct that creates an intimidating, hostile, or offensive working environment based on protected status (such as personal characteristics or cultural differences) or protected activities. Such conduct includes, but is not limited to, derogatory comments, jokes, slurs, epithets, graffiti, gestures, displays, touching, or other physical acts.

Harassment and Employee Dignity Policy

The City does not condone or allow harassment, whether engaged in by fellow employees, by supervisors or managers, or by citizens, vendors, or other non-employees who conduct business with the City.

Any person who believes he or she has been subjected to or has witnessed harassment should report it immediately to their supervisor or department head. If the person is uncomfortable with this, the report may be made directly to the Human Resources Director or City Manager. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation. In response to every complaint, the City will promptly investigate and take appropriate corrective and preventive actions, which may include discipline up to and including termination. Employees who bring complaints to the attention of the City or participate in investigations in good faith will not be retaliated against for doing so.

A supervisor or department head who observes or has reported to them instances of harassment should notify the Human Resources Director immediately.

With this policy, all employees are expected to act in a responsible and professional manner to establish a working environment that supports employee dignity and is free from discrimination.

May 2014