

**Wood County Board of Developmental Disabilities
POLICY**

Policy #: 01-ALL-ALL-0070
Effective Date: 08-29-97
Person Responsible: Superintendent

Subject: Harassment
Last Revision: 12-05-17

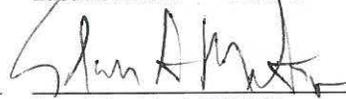
Approvals/Date:



Superintendent, WCBDD

12/11/17

Date



Board President, WCBDD

12/11/17

Date

Wood County Board of Developmental Disabilities is committed to a policy of equal opportunity in the provision of services, and no differentiation will be made based on race, color, religion, sex, age, sexual orientation, national origin, veteran status or the presence of a disability. The Wood County Board of Developmental Disabilities will not tolerate any action by any person - (supervisor, employee, customer, vendor, etc.) - which constitutes any type of harassment of an employee.

Harassment is defined as slurs or other verbal or physical conduct relating to an individual's race, color national origin, veteran status, ancestry, religion, disability, age or sex. It may also include offensive conduct directed at a person of the same gender/sex. Harassment may include unwelcome sexual advances, requests for sexual favors and other verbal, written or physical conduct of a sexual nature by an employee, including a co-worker or supervisor, where such conduct is either: (i) made an explicit or implicit term or condition of employment; (ii) used as the basis for employment decisions affecting an employee; (iii) has the purpose or effect of substantially interfering with an employee's work performance; or (iv) creates an intimidating, hostile or offensive work environment.

Acts of harassment can take a variety of forms, ranging from subtle pressure for sexual activity to physical assault to racial or ethnic slurs. Some examples of the kind of conduct that may be defined as harassment include:

- 1) Verbal kidding regarding race, sex, sexual orientation, religion, age, etc.;
- 2) Continued or repeated verbal abuse of a sexual nature, including graphic commentaries about a person's body, sexually suggestive objects or pictures placed in the work area that may offend the person, sexually degrading words to describe the person, or propositions of a sexual nature;
- 3) Unwelcome physical contact, such as patting, pinching, touching or frequent brushing against another person's body; or
- 4) Threats or insinuations that the person's employment status or conditions may be adversely affected by not submitting to sexual advances.

Employees who believe that they are being subjected to, or who have witnessed, harassment must immediately report the incident to the EEO Officer or, in his/her absence to the Human Resources Coordinator who will conduct an impartial investigation of the situation (including the interviewing of witnesses identified by the parties to the incident) to determine whether the incident in question can be defined as harassment and, if so, what disciplinary action should be taken.

As determined by the Wood County Board of Developmental Disabilities the identity of an employee making a report will be kept confidential.

Any supervisor who is aware of a harassment situation is obligated to report the matter to the EEO Officer immediately.

This policy has been established to ensure employees that the issue of harassment will be dealt with in a prompt and confidential manner. Employees will not be penalized for reporting an incident of harassment or participating in the investigation.

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