Wood County Board of Developmental Disabilities PROCEDURE

Procedure #: Effective Date: Person Responsible: Approvals/Date:	02-ALL-ALL-0848 (HR) 08-08-13 Human Resources Coordinator Superintendent, WCBDD Date	Subject: Last Revision: Department Director	Harassment 05-29-2020 or Date
The following definitions will apply: <u>Harassment</u> – Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.			
 Harassment can take a variety of forms, offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. 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. 			
 Harassment can occur in a variety of circumstances, including, but not limited to, the following: 1) The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee. 2) The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct. 3) Unlawful harassment on or off duty may occur without economic injury to, or discharge of, the victim. 			
Contact - Employees who believe that they are being subjected to, or who have witnessed, harassment must immediately report the incident to a supervisor or the EEO Officer (Human Resources Coordinator). Any supervisor who is aware or made aware of a harassment situation is obligated to report the matter to the EEO Officer immediately. The EEO Officer 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.			
The Wood County Board of Developmental Disabilities will make an effort to keep the identity of an employee making a report confidential. This procedure 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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