

## EXAMPLE

### \_\_\_\_\_ SOIL AND WATER CONSERVATION DISTRICT

#### SEXUAL HARASSMENT POLICY

**POLICY:** It is the policy of the \_\_\_\_\_ Soil & Water Conservation District that there shall be no harassment of any individual on account of an individual's sex. Sexual harassment is a form of misconduct that is demeaning to another person and undermines the integrity of the employment relationship. The District expressly prohibits and will not tolerate sexual harassment of any employee by another employee, supervisor, or other person with whom an employee must have contact with as a part of his/her duties. It is the policy of the District that:

- a. All employees shall be provided with a work environment free from sexual harassment;
- b. Every complaint of sexual harassment shall be thoroughly investigated; and
- c. Appropriate sanctions shall be applied to persons who violate this policy.

**Definition:** Sexual harassment shall include, but not be limited to, unwelcome physical, verbal, or visual sexual advances, requests for sexual favors, and other sexually-oriented conduct, which is offensive or objectionable to the recipient or to any third party observers, including but not limited to: derogatory or suggestive comments, slurs or gestures; and posters, cartoons, pictures, drawings, music, computer software, or literature.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute "sexual harassment" when:

- a. Submission to such conduct is either an expressed or implied term or condition of employment;
- b. Submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed employee; or
- c. The harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive environment to the employee or to an individual served by this District.

**Confidentiality:** The District recognizes the sensitive nature of complaints concerning sexual harassment. Information disclosed in connection with a complaint of sexual harassment shall, to the greatest extent possible, remain confidential.

**Complaints:** An employee who believes that he or she has been the subject of sexual harassment should immediately report the incident(s) to the Board of Directors of the District.

In order to aid in the investigation of the complaint, the employee is encouraged to prepare a memorandum detailing the incident(s) giving rise to the complaint. However, the employee may elect to make the complaint verbally, in which case the individual to whom the complaint is made shall prepare a memorandum describing the complaint, and shall ensure that a copy of the memorandum is received by the Board of Directors of the District, who shall then coordinate the complaint resolution process.

## Complaint Resolution:

**Informal Resolution:** If the complaint can be informally resolved to the satisfaction of the employee making the complaint, the Board of Directors of the District shall prepare a memorandum to the file detailing the corrective action that has been taken or will be taken to resolve the complaint. The memorandum shall contain a signed statement by the employee making the complaint to the effect that the corrective action specified in the memorandum will satisfactorily resolve the complaint, and acknowledging the employee's responsibility to notify the District of any recurrence of the conduct giving rise to the complaint.

**Formal Resolution:** Procedures for the formal resolution of a complaint of sexual harassment need not follow the rule of evidence and procedure that govern court proceedings, but shall include, at minimum, the following elements:

- a. the appointment of an impartial hearing officer by the Board of Directors of the District;
- b. formal written statements from all parties and witnesses to the complaint;
- c. the opportunity of all parties to the complaint to be represented by the person of their choice;
- d. the opportunity of the hearing officer and of all parties to the complaint to question any party or witness to the complaint;
- e. a written report from the hearing officer to the Board of Directors which sets forth findings and conclusions; and
- f. a final decision by the Board of Directors which includes any necessary corrective action.

**Verified Complaint:** If the investigation of the complaint substantiates that sexual harassment has occurred, corrective action must be taken. Any employee found to have violated this policy should be disciplined immediately. Disciplinary action may include, but is not limited to, formal reprimand, demotion, reassignment, or termination of employment, depending on the circumstances of the case.

The District will continually try to maintain an environment in which all individuals feel comfortable coming forward with information concerning sexual harassment. No person will adversely be affected in employment with the District as a result of bringing forward complaints of sexual harassment.