

ATTACHMENT D
THE CITY AND BOROUGH OF SITKA
SEXUAL HARRASSMENT AND ANTI-HARRASSMENT POLICY

General

The City and Borough of Sitka is committed to maintaining a work environment that is free of discrimination and harassment based on a person's sex, race, color, age, religion, disability, ancestry or national origin, consistent with applicable laws

All employees should respect the rights, opinions, and beliefs of others. Harassment of any person because of person's sex, race, color, age, religion, disability, ancestry or national origin is strictly prohibited. Any such harassment is prohibited by this policy whether or not it violates the equal employment opportunity laws. This policy applies to all employees of the City and Borough, up to and including its Administrator and members of the Assembly.

Sexual Harassment

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex. No one may threaten or imply that an employee's submission to or rejection of sexual advances will in any way influence any decision about that employee's employment, advancement, duties, compensation, or other terms and conditions of employment. No one may take any personnel action based on an employee's submission to or rejection of sexual advances.

No one may subject another employee to any unwelcome conduct of a sexual nature. This includes unwelcome physical conduct, such as touching, blocking, staring, making sexual gestures, and making or displaying sexual drawings or photographs, and unwelcome verbal conduct, such as sexual propositions, slurs, insults, jokes, and other sexual comments. An employee's conduct will be considered unwelcome and in violation of this policy when the employee knows or should know it is unwelcome to the person subjected to it.

Other Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, religion, national origin, age, physical or mental disability or other protected group status. The City and Borough will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing or practical jokes directed at a person based on his or her protected status.

Making Complaints and Reporting Violations

If you are the victim of harassment, you are requested and encouraged to make a complaint to the City and Borough. You are not required to complain first to the person who is harassing you. If you prefer, you may complain directly to your supervisor, the supervisor of the harasser, Human Resources, or the Administrator. If you are not comfortable complaining to the Administrator or any of the above, you may complain to an Assembly member. Similarly, if you observe harassment of another employee, you are requested and encouraged to report this to one of the persons described above. No reprisal, retaliation, or other adverse action will be taken against any employee for making in good faith a complaint or report of harassment, or for assisting in good faith in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons described above.

Investigations of Complaints and Report

The City and Borough will promptly and thoroughly investigate any complaint or report of a violation of this policy. A thorough investigation can take several weeks in some cases. To the fullest extent practicable, the City and Borough will keep the complaints and the terms of their resolution confidential. You may at any time ask the person you complained or reported to about the status of the investigation.

Penalties for Violations

The City and Borough will take prompt disciplinary and remedial action if its investigation shows a violation of this policy. Depending on circumstances, the disciplinary action may range from a warning to termination.

A complaint or report that this policy has been violated is a serious matter. Dishonest complaints or reports are also against the City and Borough's policy, and the City and Borough will take appropriate disciplinary action if its investigation shows that deliberately dishonest and bad faith accusations have been made.

Additional Information

If you have any concerns or questions about this policy, or you have general questions about discrimination or harassment, please contact the City and Borough Human Resources Department or the Administrator. You may also contact the nearest office of the Equal Employment Opportunity Commission or the Alaska Human Rights Commission with any questions about discrimination or harassment.

I certify that I have received and read the above policy explaining The City and Borough policy against sexual and other harassment and understand that discipline, up to and including termination may result from any violation of this policy.

Date	Print name	Signature of employee