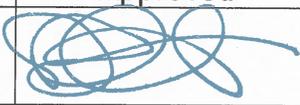




## Administrative Policy

<b>Title: Workplace Harassment</b>				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.004	UNKNOWN (N/A)	01-03-17		

This Policy had been numbered Policy 200.27. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 200.27  
 Issued: UNKNOWN  
 Revised: N/A

**Workplace Harassment  
Administrative Policy 200.27  
Administered By: Human Resources**

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**POLICY:**

It is the policy of the City of Corona to provide a work environment free from unwelcome sexual overtures, advances, and coercion. Employees are expected to adhere to a standard of conduct that is respectful of all persons within the work environment. The City will not tolerate any form of sexual harassment or reprisal. To this end, this policy is established, effective immediately.

The City of Corona maintains a "zero tolerance" policy toward workplace violence. The City is firmly committed to providing a workplace that is free from acts of violence or threats of violence. Although some kinds of violence results from societal problems that are beyond our control, we believe that measures can be adopted to increase protection for employees and to provide a secure workplace.

In keeping with this commitment, the City has established a strict policy that prohibits any employee from threatening to, or committing, any act of violence including carrying any type of weapon, or any implement with the intention of using it as a weapon, not required in the performance of their job;

- in the workplace,
- while on duty,
- while on city-related business, or
- while operating any vehicle or equipment owned by the City.

This policy applies to all employees, including managers, supervisors, and non-supervisory employees.

In order to achieve our goal of providing a workplace that is secure and free from violence, we must enlist the support of all employees. Compliance with this policy and the company's commitment to a "zero tolerance" policy with respect to workplace violence is every employee's responsibility.

**PROCEDURE:**

**Workplace Violence**

1. Employees are required to immediately report any incident involving a threat of violence, or act of violence, to their supervisor, the Risk Manager or the Personnel Manager.

2. Any situation where there is an immediate threat of danger to life or property should be reported to the Police Department without delay.
3. When a matter is brought to the supervisor's attention the supervisor must report the matter immediately to the Risk Manager or the Personnel Manager.
4. Upon knowledge the Risk Manager or Personnel Manager will report to the Threat Management Team.
5. The Threat Management Team will assess and investigate the matter and take appropriate corrective action.
6. Substantiated incidents of threatened, or actual violence will subject the employee responsible to disciplinary action, up to and including possible immediate termination.

Employees are required to report violations of this policy, including any incidents involving actual or threatened violence. They may do so without fear of retaliation of any kind.

If any employee becomes aware of any workplace security hazards or identifies methods to increase security in the workplace, they should report that information to their supervisor or the Risk Manager immediately.

Further information regarding our anti-violence policies and workplace security is included in the City's Injury and Illness Prevention Program.

If you have any questions concerning this policy, please feel free to contact the Risk Manager.

### **Definition Of Sexual Harassment**

Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature, which occurs under any one of three circumstances:

1. Submission is made, either explicitly or implicitly, as a term or condition of employment.
2. Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.
3. Such conduct has the potential to affect an employee's work performance negatively and/or creates an intimidating, hostile or otherwise offensive working environment.

For the purpose of further clarification, sexual harassment includes, but is not limited to the following:

1. Making unsolicited written, verbal, physical and/or visual contact with sexual overtones. (Examples: suggestive or obscene letters, notes, invitations, gestures, leering, display of sexually suggestive objects, pictures, cartoons, posters, books or magazines.)
2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
3. Making reprisals, threats of reprisals, or implied threats of reprisals. (Examples: Either implying or actually withholding support for an appointment, promotion, transfer or change of assignment; suggesting a poor performance evaluation or suggesting probation will be failed.)
4. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee.
5. Offering favors or employment benefits such as promotion, favorable performance evaluation, favorable assigned duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.

### **Disciplinary Procedure**

The City will seek to impose appropriate punitive action against any employee found to be in violation of this policy. Discipline will be imposed in accordance with Administrative

Policy 2.04 and may include any form of discipline up to, and including discharge.

### **City Responsibility**

The city believes that prompt, appropriate action should be taken to avoid or minimize the incident of sexual harassment. The City will pursue every possible preventive measure to ensure employees are not subject to sexual harassment.

## **Employee's Rights And Responsibilities**

Any employee, who feels he or she has been sexually harassed or asked to perform a sexual favor, should take immediate action to ensure that the situation does not persist. The employee should seek resolution of the complaint by contacting his/her immediate supervisor and the Human Resources Director. In the event that the harassed is the employee's supervisor, the incident should be reported directly to the Human Resources Director. The City will take such steps as are necessary to investigate and eliminate this form of sexual harassment.

Nothing in this policy is intended to infringe upon any local, state or federal statute or any rights of any employee thereunder. The City of Corona will guarantee an employee's freedom from reprisals after filing a complaint.