

# SEXUAL HARASSMENT: UNLAWFUL & UNACCEPTABLE

## **Sexual harassment can include:**

- Unwelcome sexual advances
- Requests for sexual favors
- Verbal or physical conduct of a sexual nature that is:
  - A term or condition of employment
  - A basis for employment decisions
  - A cause for a hostile work environment or leads to intimidation

A victim of sexual harassment can be a man or a woman, and the same sex as the harasser. A victim is anyone who is harassed or anyone affected by the offensive conduct. Offenders can be male or female.

Sexual harassment will not be tolerated in this workplace. All employees are required to report all suspected cases of sexual

harassment to a manager, supervisor, or department head (or next level supervisor if harasser is immediate supervisor) without fear of retaliation.

It is a criminal offense for any city representative acting in an official capacity to sexually harass a member of the public.

**All reports of sexual harassment will be investigated. Appropriate disciplinary action will be taken against the offender, including suspension and/or termination.**