

**ANTI-HARASSMENT AND
DISCRIMINATION POLICY**

**POLICY NUMBER: 301
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It is the policy of Colusa County to provide fair and equal treatment to all county employees. We are committed to providing all employees a work environment free of discrimination and harassment based on membership in a protected group. In an effort to advance this policy and commitment, we have found it necessary to formulate a statement regarding discrimination and harassment. Discrimination and harassment creates a negative work environment and affects the work performance of all employees. This anti-harassment policy is applicable to the Colusa County workplace and prohibits unlawful harassment by anyone in the workplace, whether co-worker, manager, vendor, client, supplier-ANYONE.

Discrimination is being treated differently than others who are similarly situated and includes *harassment* which is being annoyed, disturbed, bothered, coerced, continually pestered or threatened on the job and/or in any work-related situation because of one's membership in a protected class: age, race, sex, color, national origin, national ancestry, physical disability, medical condition, religion, creed, marital status, sexual orientation, gender identification or any other classification deemed protected by law.

Any behavior or action may constitute harassment if:

1. Submission to the conduct is either an explicit or implicit term or condition of employment;
2. Submission to or rejection of the conduct is the basis for an employment decision (hiring, promotion or transfer) affecting the person rejecting or submitting to the conduct;
3. The conduct has the purpose or effect of substantially interfering with an affected person's work performance or creating an intimidating, hostile or offensive work environment.

Examples of harassment include, but are not limited to:

1. **Verbal harassment** may include, but is not limited to: vulgar remarks, implied or connotative meanings, ethnic jokes, slurs, epithets, threats of bodily harm or any other unwanted comment because of sex, race or other protected basis.
2. **Physical harassment** may include, but is not limited to: touching, hitting, shoving, pushing or any other form of physical contact because of sex, race or other protected basis.
3. **Sexual harassment** may include, but is not limited to: sexual conduct which is not freely entered into and mutually agreeable to both parties, continual or repeated abuse of a sexual nature including, but not limited to, graphic commentaries on the person's body, sexually degrading words used to describe the person, propositions of a sexual nature, the display of sexually offensive pictures and objects, uninvited sexual teasing, jokes, remarks or questions or threats or insinuation that the lack of sexual submission will adversely affect the person's employment, wages or other conditions of the person's

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livelihood or any derogatory, degrading behavior pattern which finds its genesis in one's sex [gender bias].

4. **Retaliation** for having reported or threatened to report harassment or discrimination.
5. **Any form of discrimination or harassment** is considered unacceptable whether it involves an employee and another employee, a supervisor, a manager, a client, a vendor or a supplier. We will take immediate and appropriate action when we receive a complaint of harassment. Our desire is to both alleviate any discrimination and/or harassment and ameliorate the effects of any discrimination and/or harassment.

ANY DISCRIMINATING OR HARASSING BEHAVIOR IS CONSIDERED MISCONDUCT AND MAY SUBJECT AN EMPLOYEE TO DISCIPLINARY ACTION AND/OR IMMEDIATE TERMINATION AS PROVIDED IN COLUSA COUNTY CODE SECTION 45.6.2.2.

If you believe you are experiencing discriminating or harassing behavior you should, when possible, confront the accused employee and persuade him/her to stop. When confronting the accused employee is not possible for you, provide a written or oral complaint to the Personnel Director. If you feel uncomfortable speaking to the Personnel Director for any reason, you may notify County Counsel.

Your complaint will be fully and effectively investigated. The investigation will be immediate, thorough, objective and complete. As part of the investigation, all persons with potential knowledge will be interviewed. Officials investigating such complaints shall have full authority to investigate all aspects of the complaint. The investigatory authority includes accessibility to records and cooperation of any involved employees. The investigation will be supervised and coordinated by the Personnel Department or County Counsel's Office as appropriate.

Special privacy safeguards will be applied in handling discrimination and/or harassment complaints. To the extent feasible, the identity of the charging party and the person accused of discrimination and/or harassment will be kept confidential. This, however, is not a guarantee of confidentiality; people can and do deduce from the investigative process who the parties involved are.

The results of the investigation and notice that corrective action has been taken, if it has, will be communicated to the complaining employee within ten (10) days of his/her registering the complaint. Steps will then be taken to avoid any further allegations of discrimination and harassment.

No action will be taken against you for complaining, whether a violation of this policy is proven or not. Colusa County will not retaliate against a complaining employee for filing a complaint and will not tolerate nor permit retaliation by management, employees or co-workers.

All employees are encouraged to report any incidents of discrimination/harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

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I hereby acknowledge that I have read and had the opportunity to ask questions about the policy Re: Discrimination and harassment. I understand the policy and that discriminating or harassing behavior is behavior not in the course and scope of my employment. I will abide by this policy personally and will report any incidence of such behavior I observe immediately to the Personnel Director or in the alternative to the County Counsel.

Date

Employee's Signature

Print Name