

**CITY OF SHULLSBURG
ANTI-HARASSMENT POLICY**

The City of Shullsburg ("the City") is committed to providing a professional work environment. This means that the City will not tolerate unlawful harassment directed at an employee, customer, vendor or supplier because of his/her race, creed, color, religion, sex, national origin, ancestry, disability, age, veteran status or any other protected classification as specified by local, state and federal law.

1. **What Kinds Of Harassment Are Prohibited?** The City of Shullsburg's policy is to provide an atmosphere free from discriminatory intimidation, ridicule, and insult based upon race, creed, color, religion, sex, national origin, ancestry, disability, age, veteran status or any other protected classification as specified by local, state and federal law.

2. **What Is Sexual Harassment?** Unwelcome conduct of a sexual nature constitutes sexual harassment if any of the following apply:
 - A. Submission to such conduct is explicitly or implicitly made a term or condition of employment;
 - B. Submission to or rejection of such conduct affects decisions affecting employment; or
 - C. Such conduct has the purpose or effect of creating a sexually hostile work environment.

The following are *examples* of unwelcome conduct which could violate this policy:

- A. Sexual advances or requests for sexual favors;
 - B. Verbal conduct of a sexual nature, e.g., comments about an individual's body, physical attributes, sexual activities, etc.;
 - C. Displays of a sexual nature, e.g., calendars, photographs, magazines, etc.;
- and
- D. Offensive sexual jokes.

3. **Unlawful Harassment On The Basis Of Other Protected Characteristics**

Unlawful harassment may be based on sex, but it can also be based on an individual's race, color, national origin, age, disability or any other characteristic protected by federal, state or local law.

The following are examples of potentially harassing conduct:

- A. Comments regarding an individual's physical appearance or attributes;
 - B. Mimicking an individual's accent or speech pattern;
 - C. Use of racial or ethnic epithets;
 - D. The telling of derogatory or offensive jokes;
 - E. Harassing letters, phone calls or gifts; and
 - F. Comments about an individual's age or disability.
4. **What Should You Do If You Believe You Are Being Harassed In Violation Of This Policy?** You *must promptly* report the conduct to your manager or other individual in management, including the Mayor or any member of the Shullsburg Common Council. Your complaint will be investigated promptly. The information you provide will be shared on a "need-to-know" basis only.
 5. **What Should You Do If You Are Aware Of Another Employee, Customer, Vendor Or Supplier Who, You Believe, Is Being Harassed In Violation Of This Policy?** You *must promptly* report your concerns as described in the immediately preceding paragraph. All employees, whether victims of harassment or not, *must* bring violations of this policy to the attention of the company by informing one of the individuals described above.
 6. **What Should You Do If A Customer, Customer's Employee, Vendor Or Supplier Treats You Or Another Employee Of The Company In A Way Which Might Violate This Policy?** You *must promptly* report the concerns as if the harassment were done by a company employee or agent.
 7. **What Will Be Done To Those Who Violate This Policy?** Appropriate disciplinary action will be taken against any employee found to have violated

this policy. Such discipline may include, but is not limited to, discharge of employment, suspension, demotion, pay cut or warning. In the case of customer, guest, vendor or supplier harassment, the City will act promptly to remedy the harassment and prevent further occurrences.

8. **No Retaliation.** There will be no retaliation against anyone who in good faith makes a report of a violation of this policy or who assists in the investigation of such a complaint. Any City of Shullsburg employee who retaliates against another employee for making a complaint under this policy will be subject to dismissal.

In addition to the mandatory reporting of perceived harassment described above, employees who believe they are the subject of illegal harassment may also file a charge with the federal Equal Employment Opportunity Commission ("EEOC") or the Wisconsin Equal Rights Division ("ERD"). The deadline for filing a complaint in Wisconsin is 300 days, which generally runs from the last date that unlawful harassment occurs, not from the date that the complaint to the company is resolved. You should check with your local EEOC and/or ERD office regarding this deadline.


Approved, Adopted and Passed this 17th day of October 2007.

City of Shullsburg:



Lance A. McNaughton, Mayor

Attest:



Marsha L. Einsweiler, City Clerk/Treasurer

