

Trinity Center Community Services District
Policy Manual

Policy Title: Harassment Policy

Policy Number: 110

Date: December 4, 2012

- 110.10 Applicability
- 110.101 For the purposes of this policy, the term “employee” includes all employees as defined in Policy 106 as well as all members of the TCCSD Board of Directors.
- 110.20 TCCSD Standards
- 110.201 The Trinity Center Community Services District is committed to maintaining a work environment that is free of harassment. In keeping with this commitment, we will not tolerate harassment of employees by anyone, including any director, supervisor, co-worker, patient, supplier, vendor, independent contractor, or visitor. Similarly, any employee's harassment of persons seeking employment with TCCSD, or harassment of our patients, suppliers, vendors, visitors, independent contractors, or anyone else who conducts, attempts to conduct or is solicited for business with TCCSD will not be tolerated.
- 110.202 TCCSD is committed to providing a workplace that is free from sexual harassment, as well as unlawful harassment based on ancestry, race, color, marital status, medical condition, mental disability, physical disability, pregnancy, childbirth or related medical conditions, national origin, religious creed, gender, sexual orientation, gender identity, or any other basis protected by federal, state, or local law, ordinance, or regulation. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such harassment is unlawful.
- 110.203 Sexual harassment is one specifically prohibited type of harassment. Unwelcome or unwanted sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment. It is harassment when:
- Submission to the conduct is an explicit or implicit term or condition of employment.
 - Submission to, or reception of, the conduct is used as the basis for an employment decision.
 - The conduct had the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- 110.204 Examples of types of unlawful harassment include:
- Verbal Conduct such as epithets, derogatory comments, slurs, comments about an individual's body or dress, dirty jokes,

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persistent request for dates, or unwanted sexual advances, invitations, or comments.

- Visual Conduct such as derogatory cartoons, pictures, photographs, drawings, or gestures.
- Physical Conduct such as assault, blocking normal movement, or interference with work directed at an individual because of his or her sex or other protected basis.
- Threats and demands to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors.
- Retaliation for having reported harassment.

110.30 Complaint Procedures

110.301 All employees are responsible for helping to assure a workplace free of harassment. If an employee feels he/she has been subjected to any form of harassment, the employee should clearly tell the person engaging in the harassing and/or discriminating conduct that it is unwelcome, offensive, and should stop at once. Also, an employee who has experienced or witnessed harassment should immediately report the situation to the Fire Chief, the General Manager, and/or the Chairman of the Board of Directors.

110.302 Any supervisor or manager, who becomes aware of alleged incidents of harassment, are to immediately report such incidents or refer any complaints to the Fire Chief, the General Manager, and/or the Chairman of the Board of Directors. Retaliation against any employee for reporting a problem, filing a complaint, bringing inappropriate conduct to TCCSD's attention, or participating in an investigation or proceeding is strictly prohibited.

110.303 It is TCCSD's policy to investigate all reports or complaints of harassment thoroughly, promptly, and discreetly. To the extent possible, the confidentiality of an employee or any other person who has reported a problem and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. The outcome of the investigation and a timely resolution of each complaint will be reached and communicated to the employee and the other parties involved. If an investigation has concluded that harassment occurred, the Company will take appropriate remedial corrective action, up to and including discharge.

110.304 Coworkers can be held personally responsible for sexual harassment, meaning their personal assets are at risk. Any employee is personally liable if he or she engages in sexual harassment. This is true regardless of whether the employer knows or should have known of the contact and fails to take immediate and appropriate remedial/corrective action.

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- 110.305 Employees should contact the Fire Chief, the General Manager, or the Chairman of the Board of Directors directly with any questions.