



ELECTRIC WATER SEWER STORMWATER

3 Industrial Loop Drive | PO Box 1589 | Hannibal, MO 63401 | (573)-221-8050

www.HANNIBALBPW.org



POLICY:	<u>Harassment</u>	DEPARTMENT:	<u>All</u>
APPROVED:	<u>Robert W Stevanon</u>	REVIEWED / REVISED:	<u>11/06/15</u>

Description:

The Hannibal Board of Public Works (HBPW) prohibits harassment based on race, color, sex, religion, national origin, age, veteran status, disability, and any other characteristic protected by applicable state or federal law.

The HBPW will not tolerate any conduct that constitutes harassment of any employee or individual working in a HBPW facility by any person, including co-workers, vendors, or any non-employee who is working in a HBPW facility. The HBPW will not tolerate retaliation of any sort against any employee who makes a good faith report or complaint of any violation of this policy or any employee who participates in an investigation into any alleged violation of this policy.

Guidelines:

1. **Definition** – Unlawful harassment includes verbal, physical or visual conduct based on race, color, sex, religion, national origin, age, veteran status, disability, or other protected characteristic that creates an intimidating, offensive or hostile work environment or that unreasonably interferes with job performance. Harassment may also include unwelcome, offensive slurs, jokes or other similar conduct. Sexual harassment also includes any request or demand for sexual favors that are made implicitly or expressly a condition of employment, continued employment or considered in employment decisions such as promotion, performance evaluations, pay adjustments, discipline, work assignments, etc.
2. **Complaint Procedure**
 - a. **Reporting Violations:** Employees are encouraged to report any incident of harassment by any HBPW employee or any other person. Employees should report incidents promptly to their supervisor, department head or any other member of management with whom the employee feels comfortable. An employee is not required to complain first to his or her supervisor or department head. Management employees who receive complaints, observe or become aware of possible harassment **must immediately report it to the Human Resource Administrator** to ensure proper handling. Failure to do so may result in discipline, up to and including discharge.
 - b. **Investigating Complaints:** Every complaint or report of unlawful harassment will be investigated thoroughly and promptly. The cooperation of the complaining employee is a necessary component to any investigation and/or resolution. Investigations may be conducted internally or by an investigator who is not an employee of the HBPW. Although absolute confidentiality cannot be guaranteed, all complaints will be handled as confidentially as possible, and only those persons with a need to know will be informed of the investigation findings.

The investigation findings will be documented, and the complaining employee will be kept advised of the progress of the investigation. Upon completion of the investigation, the HBPW will respect both the privacy of the alleged harasser as well as that of the complainant. The complainant will not in all cases be provided with information as to the precise action taken against the alleged harasser in order to maintain the privacy of personnel actions taken against individuals but should be provided with sufficient information to assure the individual that appropriate action was taken based on all of the relevant circumstances and that no further acts of harassment should occur.

The HBPW will not tolerate any form of retaliation against any employee who in good faith makes a complaint about harassment, reports a possible incident of harassment or cooperates in the investigation of a complaint. Employees who make complaints in bad faith or who lie or fail to

provide truthful or complete information in the course of a complaint or investigation are subject to discipline.

Discipline: In the case of HBPW employees, if the investigation results in a determination that unlawful harassment has occurred, the HBPW will take appropriate action as required by law to ensure that prompt, appropriate remedial action is taken. This action may involve any sort of disciplinary action for a violation of this policy ranging from an oral counseling or written warning, up to and including termination of employment, depending upon the circumstances. With regard to acts of harassment by non-employees, remedial action within the ability of the HBPW will be taken.

3. **Appealing Decisions:** Should the complaining employee be dissatisfied with the handling of the investigation or the outcome, the employee may submit a letter of appeal to the Human Resource Administrator within three (3) days of being notified of the action to be taken. The Human Resource Administrator will review the investigation documentation and any other information and will provide a written response to the complaining employee within fifteen (15) days. If the complaining employee is dissatisfied with the Human Resource Administrator's decision, the employee may submit a letter of appeal to the General Manager within three (3) days of being notified of the Human Resource Administrator's decision. The General Manager shall review the decision of the department head. If the employee does not receive a response from the General Manager within fifteen (15) days, the employee may assume that the appeal is denied.

Where the Human Resource Administrator is the subject of the complaint, the employee may submit a letter of appeal directly to the General Manager within fifteen (15) days of being notified of the action to be taken after the investigation is conducted. The General Manager shall review the investigation documentation and any other information and provide a written response to the complaining employee within fifteen (15) days. The decision of the General Manager is final.

Originated / Revised History

Originated – 1993
Revision 1 – 09/26/07
Revision 2 – 02/11/11
Revision 3 – 11/6/15



EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

By signing below, I acknowledge receipt of the **HBPW Harassment Policy-(Revision 3) 11-06-15**. I further acknowledge that I have read and understand this Policy and such Policy shall be in effect for all Employees under the supervision of the HBPW as stated in this Policy.

Employee Name: _____

Date: _____

This acknowledgement shall be placed in the Employee's Personnel File.