

HARASSMENT TRAINING

NO TOLERANCE POLICY

- The County will not tolerate harassment of its employees. Any form of harassment related to an employee's race, color, sex, sexual orientation, religion, national origin, age, physical or mental disability, or marital or veteran status is a violation of this policy and will be treated as a disciplinary matter.

WHAT IS HARASSMENT?

- For these purposes, the term “harassment” includes, but is not necessarily limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual’s race, color, sex, religion, national origin, sexual orientation, age, physical or mental disability, or marital or veteran status.

HOSTILE WORK ENVIRONMENT

- Occurs when unwelcome conduct unreasonably interferes with an individual's job performance or creates a hostile, intimidating, or offensive work environment.



SEXUAL HARASSMENT

- ⦿ Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, graphic, or physical conduct of a sexual nature.



FREQUENCY

- Harassment does not refer to occasional comments of a socially unacceptable nature.
- Harassment is a repeated unwelcomed behavior.

STEPS OF FILING A COMPLAINT

- ◉ If comfortable let the harassing person know of your objections. “Ask Them To Stop”
- ◉ If the objections do not produce results, report the problem to your supervisor, department head, human resources or, if appropriate, the County Mayor who may refer the complaint to appropriate authorities.



FOLLOW UP ON ALLEGATIONS

- ⦿ All allegations of harassment will be quickly investigated.
- ⦿ To the extent possible, the employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.
- ⦿ When the investigation is completed, the employee will be informed of the outcome of that investigation.

INVESTIGATIONS

- ⦿ Individuals who make false statements during the course of a harassment investigation may be subject to discipline, which may include discharge.
- ⦿ All employees are expected to cooperate fully with such investigations.
- ⦿ Failure to cooperate fully may lead to discipline, which may include discharge.
- ⦿ Where investigations confirm the allegations, appropriate corrective action will be taken.

AFTER COMPLETING TRAINING

- Click on the link below to open an email, if the link does not open automatically, highlight the following email address sullivana@wilsoncountyttn.com, right click and choose open hyperlink. This should open an email.
- Type “Harassment Training” in the subject line.
- Give your name, department and date training was completed.
- Questions Call 466-5138.