

CITY of EASTPOINTE

WES McALLISTER
CITY MANAGER

HARASSMENT POLICY

MUNICIPAL OFFICES
23200 GRATIOT AVENUE
EASTPOINTE, MI 48021
(313) 445-5016
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PURPOSE

To maintain a quality working environment for all employees or potential employees of the City of Eastpointe so that they may work free from intimidation, humiliation, insult or subjected to offensive physical or verbal abuse or actions, direct or insinuated, of a sexual, ethnic, racial or religious nature, the following policy against all forms of sexual, ethnic, racial, religious harassment or otherwise defined as unwanted conduct is hereby promulgated.

STATEMENT/PROCEDURE

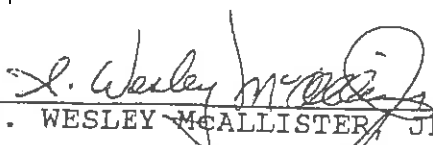
Sexual, ethnic, racial and religious harassment is an offense first against this City government and second an offense against the employee or group of employees. Offenses refer to physical, verbal or implied actions that have the purpose or effect of creating a hostile, offensive or intimidating working environment or has an ethnic, racial, religious or sexual basis, or both. Examples would include, but are not limited to: physical contact of a sexual nature; sexual, racial, ethnic or religious jokes, comments, insults, cartoons, innuendos or personal conduct or mannerisms that could be construed as offensive.

It is this administration's position to take affirmative action to prevent such unwanted conduct from occurring and to deal with all such incidents in a fair, impartial and expeditious manner. All complaints or incidences will be investigated on a case by case basis. Any employee believing that he/she is/has been a victim of sexual harassment may contact any Supervisor within their department to report the occurrence. The Supervisor shall, in turn, report immediately to the City Manager. In those incidences where a violation has been shown to occur, immediate action will be taken to remedy the situation to prevent its recurrence.

It is each employees responsibility to help eliminate all forms of harassment and unwanted conduct. It shall be every Supervisor's responsibility to prevent such behavior from occurring within his/her work jurisdiction and shall report any occurrences that he/she has knowledge of in any area of their department.

Nothing in this policy prevents an employee from directly contacting the City Manager to file a complaint in addition to, or in lieu of, contacting the designated personnel of their department.

ANY EMPLOYEE WHO VIOLATES THIS POLICY WILL BE SUBJECTED TO DISCIPLINARY ACTION UP TO, AND INCLUDING, DISMISSAL.


S. WESLEY McALLISTER, JR., City Manager

December 21, 1993

