



## Personnel Policies

### CITY OF WESLACO, TEXAS

#### SEXUAL HARASSMENT

Originally Approved:	02/21/2006
<b>Amended:</b>	02/24/2009
	08/07/2018
Page:	1 of 1

The City is committed to taking all steps necessary to maintain a productive work environment free of harassment and intimidation of any type, including on the basis of sex, race, color, religion, national origin, age, genetic information, disability, veteran status or any other protected status.

Sexual harassment jeopardizes a productive work environment. Sexual harassment is a form of misconduct that demeans another person and undermines the employment relationship between the City and its employees. Simply put, sexual harassment is unwelcome sexual attention directed to another person that affects the person and interferes with his/her ability to do the job.

The City prohibits any employee from engaging in any type of harassing conduct. The City explicitly prohibits any sexual harassment such as:

- Making unwelcome sexual advances or propositions, unnecessary contact/touching, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.

No supervisor, manager or other employee shall threaten or insinuate, either explicitly or implicitly, that another employee's or applicant's submission to or rejection of unwelcome sexual advances will adversely or positively affect that person's employment, work status, evaluation, earnings, advancement, or any other condition of employment.

**Complaint Procedure:** If an employee experiences, witnesses or suspects harassment of any type, whether by a supervisor, manager, employee or any other person, the employee must immediately report this to either their immediate supervisor or his/her manager, or may report to and/or contact the Human Resources Director, without regard to the employee's normal chain of command. If preferred, the employee may notify the City Manager directly.

Complaints will be investigated immediately and confidentially. No retaliation will be made against any person for making a complaint in good faith. Where incidents of harassment can be confirmed following investigation, the City will take appropriate corrective action to remedy all violations of this policy. Any employee found to have engaged in sexual harassment will be personally responsible for any and all claims arising from such action.