

CITY OF PARMA

NON-HARASSMENT POLICY

The City of Parma has a continuing commitment to provide its employees with a productive and satisfying work environment. To this end, we endorse the principle that employees are to be treated with dignity and respect in a work environment free of discrimination, intimidation and insult. The City of Parma strictly prohibits harassment or discrimination by an employee in any form, including verbal or physical harassment, based on an employee's age, sex, race, religion, national origin, or disability. Disciplinary action up to and including termination may be taken as a result of a substantiated claim of harassment or discrimination.

Sexual harassment is illegal and is a particular form of employee conduct which is contrary to the policy of the City of Parma. Sexual harassment does not refer to occasional compliments or other generally acceptable social behavior. It refers to behavior which is unwelcome, personally offensive, or detrimental to morale and therefore interfering with the work effectiveness of its victims and their co-workers. Pursuant to guidelines issued by the Equal Employment Opportunity Commission (EEOC) under Title VII of the Civil Rights Act of 1964, as amended, three criteria are used to determine whether conduct constitutes sexual harassment. They are:

1. Submission to the conduct is made either an explicit or implicit condition of employment.
2. Submission to or rejection of the conduct is the basis for either continued employment or for decision affecting pay, benefits, or advancement opportunities.
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include such conduct as: (1) offensive sexually-oriented verbal kidding, jokes, or abuse; (2) pressure for sexual activity; (3) offensive unwanted physical contact such as patting, pinching, or constant brushing against another's body; (4) demand for sexual favors, accompanied by implied or overt promises or preferential treatment or threats concerning an individual's employment status.

The EEOC guidelines hold a company responsible for the acts of "its agents and supervisory employees with respect to sexual harassment."

Any person who believes that he or she is the victim of any type of discriminatory conduct, including sexual harassment, should immediately advise his or her supervisor. If, for any reason, an employee wishes to complain or inquire regarding harassment, but feels that it would not be appropriate and/or helpful to bring complaints or inquiries to the attention of his or her supervisor, such employee may inquire or complain to the Mayor, Human Resources Director, or the Law Director. The City of Parma will conduct a prompt, thorough, and confidential investigation of all the circumstances surrounding the alleged incident without regard to the identities or positions held by either the complaining or inquiring party of the employee suspected or accused of harassment. If the investigation discloses that an individual has committed an act of discrimination, that individual shall be subject to appropriate disciplinary action, up to and including termination. The City of Parma will not retaliate in any form or manner against an employee for making a good-faith complaint of harassment or for reporting improper conduct which the employee believes in good faith to be in violation of this policy, without regard to whether the claim is ultimately deemed to have merit. The City of Parma will not retaliate in any form or manner against an employee for cooperating in good faith and in a reasonable manner with any investigation of claims under this policy.

I hereby certify that I have read this Policy and understand its provisions.

Employee Signature: _____

Print Name: _____