



# City of Springfield

## Sexual Harassment Policy

It is the policy of the City of Springfield that all employees should enjoy a working environment free from all forms of discrimination, including sexual harassment. No employee, either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment lowers morale and is damaging to the work environment; it is also illegal. Therefore, the City of Springfield will treat sexual harassment like any other form of employee misconduct – it will not be tolerated.

Specifically, it is illegal and against the policies of the City of Springfield for any employee, male or female, to sexually harass another employee by 1) making acceptance of unwelcome sexual advances or request for sexual favors or other verbal or physical conduct of a sexual nature a condition of continued employment; 2) making submission to or rejection of such conduct the basis for employment decisions affecting the employee; or 3) creating an intimidating, hostile, or offensive working environment.

It should be clear to all employees that supervisors do not have the authority to grant or deny promotions, pay increases, or affect any aspect of an employee's status or working conditions on the basis of the provision or denial of sexual favors by the employee.

The City of Springfield will enforce disciplinary action against any person who threatens or insinuates, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any condition of employment or career development. This discipline can include termination.

The City of Springfield recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on all the facts in each case.

Therefore, the City of Springfield will act positively to investigate alleged sexual harassment claims and to effectively remedy them when an allegation is determined to be valid.

Given the nature of the type of discrimination, the City of Springfield also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women.

Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment.

An employee subjected to acts of sexual harassment is encouraged to request the person or persons involved to cease from such harassment and shall immediately report such conduct to a supervisor or other member of management. The employee may report the harassment to his/her immediate supervisor, a supervisor other than the immediate supervisor, his/her Department Director, or the Director of Human Resources. The employee should report the harassment immediately and to the person with whom he/she feels most comfortable.

It is the responsibility of every supervisor and manager to immediately report to the Director of Human Resources any report of sexual harassment. It is the responsibility of the Director of Human Resources to conduct an investigation to determine the facts of the complaint. If an employee who has made a sexual harassment complaint has reason to believe an investigation is not being conducted, the employee should contact the Director of Human Resources.

*Tom Finnie, City Manager*