



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.2	
TO:	All City Employees
FROM:	Marsha I. Grigsby, City Manager
SUBJECT:	Sexual Harassment Policy
DATE:	September 5, 2012
Supersedes and Replaces Administrative Order 2.2 dated September 5, 2012 Regarding Same Subject.	

I. PURPOSE

The purpose of this Administrative Order is to establish a formal written policy expressly prohibiting sexual harassment, to establish proper procedures for reporting allegations of sexual harassment, and to provide direction/guidance to employees regarding the types of conduct/behavior which constitute sexual harassment. Questions regarding this Administrative Order should be directed to the Division of Human Resources.

II. POLICY

It is the policy of the City of Dublin to provide and maintain a professional, businesslike work environment free from all forms of unlawful discrimination, including sexual harassment. Employees of the City of Dublin are hereby advised that sexual harassment is a violation of Federal and State Law and is strictly prohibited. Such conduct/behavior shall not be tolerated and shall result in prompt, severe disciplinary action up to and including dismissal. No employee shall be subjected to any form of sexual harassment by another employee or any third party (e.g. residents, vendors, users of City facilities, etc.). Rigorous and strict enforcement of this policy is expected at all managerial/supervisory levels in an effort to maintain a workplace free of such conduct/behavior.

III. DEFINITIONS

Employee – all City of Dublin personnel, including supervisory and non-supervisory, full-time, part-time, seasonal, and temporary. (For purposes of this policy, volunteers shall also be considered as employees.)

Sexual Harassment - unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Examples of sexual harassment could include, but are not limited to, the following:

- Comments of a provocative or suggestive nature;
- Suggestive objects or pictures;
- Jokes or innuendoes;
- Leering, touching, or other unwanted body contact;
- Repeated propositions for dates;
- Attempted or actual rape;
- Attempts, promises or threats to impose preferential or adverse treatment concerning an individual's conditions of employment for the purpose of obtaining sexual favors of any nature.

IV. REPORTING/INVESTIGATORY PROCEDURE

A. Reporting Procedure

An employee who believes he/she has been sexually harassed is encouraged to report such conduct/behavior through the applicable grievance procedure in his/her Collective Bargaining Agreement, directly to his/her Department/Division Head, or directly to the Director of Human Resources or a Human Resource Manager or Specialist. It shall be the employee's right to choose the reporting option with which he/she is most comfortable. The employee's option to report an incident directly to the Division of Human Resources shall not be blocked, restricted, or prohibited in any way by Department/Division Heads or other supervisory personnel within the employee's Department/Division. Efforts at the Departmental/Divisional level to, in any way, block, restrict, or prohibit the employee's choice to report an incident directly to Human Resources, shall result in disciplinary action.

B. Investigatory Procedure

Upon receiving a report under the procedure referenced in Section IV. A. of this Administrative Order, an investigation into the alleged conduct shall be completed in a prompt manner, with a full written report being made to the Director of Human Resources documenting the findings and recommending the appropriate action to be taken. Until which time the investigation is completed and any recommendations in the written report are implemented, the identities of the directly involved parties shall be kept as confidential as is reasonable under the circumstances. Following closure of the investigation, the investigation results shall be disclosed directly to the affected parties.

V. PROTECTION FROM RETALIATION

Employees who report incidents of sexual harassment in accordance with the procedure referenced under Section IV. A. of this Administrative Order, are protected from retaliatory conduct/behavior because they report such incidents. Retaliatory conduct/behavior on the part of Department/Division Heads, other supervisory personnel, co-workers or other employees is unlawful and shall not be tolerated. Such retaliatory conduct/behavior shall result in severe disciplinary action.

**THIS ADMINISTRATIVE ORDER SHALL BE POSTED BY ALL
DEPARTMENT/DIVISION HEADS AND OTHER SUPERVISORY PERSONNEL IN A
CONSPICUOUS PLACE IN EACH DEPARTMENTAL/DIVISIONAL OFFICE AND
OTHER WORK UNITS.**