

HARRASSMENT PROHIBITED

Cass County is an Equal Opportunity Employer and prohibits discrimination and harassment of all kinds. Specifically, the County will not tolerate harassment on the basis of race, color, sex, age, religion, height, weight, national origin, marital or familial status, or disability.

As part of the County's policy of Equal Opportunity Employment, the County strictly prohibits abusing the dignity of anyone through ethnic, racist, sexist, or other derogatory comments, slurs, statements, jokes or other objectionable conduct in violation of this policy. The County believes that all employees are entitled to a workplace free of harassment and expects that all employees will treat each other and our customers with courtesy, dignity, and respect.

SEXUAL HARASSMENT

The County prohibits any employee, male or female, from engaging in actions which sexually harass other employees by:

- (a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of the employee's employment; or
- (b) making submission to or rejection of such conduct the basis for employment decisions affecting the employee; or
- (c) stating or implying that a particular employee's advances in employment have resulted from the granting of sexual favors or the establishment or continuance of a sexual relationship; or
- (d) stating or implying that a particular employee's deficiencies in performance are attributable in whole or in part to the sex of that person; or
- (e) commenting on particular characteristics associated with a particular sex; or
- (f) creating an intimidating, hostile or offensive working environment by such conduct.

COMPLAINT PROCEDURE

Any employee who believes that he or she has been subjected to any sexual harassment as defined above or any harassment based upon his or her race, color, sex, age, religion, height, weight, national origin, marital or familial status, or disability, he or she should file a written complaint on the form attached to these policies within forty-eight (48) hours after the incident(s) occur. If the alleged act was committed by someone other than the employee's immediate supervisor, and that supervisor did not participate in and was unaware of that conduct, the employee should register the complaint initially with his or her immediate supervisor. If the employee is dissatisfied with the resolution by the supervisor, or if the supervisor was involved in the conduct, or if, after notifying the supervisor, the harassment continues, the employee should contact the County Administrator, immediately.

Upon receipt of the complaint, an impartial investigation of all complaints will be undertaken immediately. Any supervisor or other employee who has been found, after appropriate investigation by the County, to have harassed or discriminated against another employee will be subject to appropriate discipline, up to and including discharge.

NON-RETALIATION

The County trusts that all employees will continue to act responsibly to establish a working environment free of discrimination. The County encourages employees to raise any questions they may have regarding discrimination with management.

The County not only prohibits harassment, but also strictly prohibits any retaliation against any employee who, in good faith, has registered a complaint under this procedure. Any supervisor or employee of the County who, after investigation, has been determined to have retaliated against an

employee for utilizing the complaint procedure will be subject to appropriate discipline up to and including discharge. Any employee who believes he or she has been retaliated against for exercising the rights guaranteed under this policy should utilize the complaint procedure or notify the County Administrator.

A form for filing a complaint is attached at the end of this policy, additional forms may be obtained from any elected official or department head.

False Complaints

Any employee who files a complaint which is knowingly false when made will be subject to immediate discipline up to and including discharge.

WARNING: Harassment, including sexual harassment and other forms of prohibited conduct, may lead to personal liability. Any person engaged in such conduct may be compelled by a court to pay money damages to victims of harassment.

Adopted: 09/09/1999

**CASS COUNTY
CONFIDENTIAL
EMPLOYEE HARASSMENT COMPLAINT FORM**

Thank you for bringing your concern to our attention . We will try to promptly resolve your complaint Feel free to keep in touch during the investigation process. Discussing your concern with your Department Head or Elected Official initially often results in a successful resolution . However, where you believe that your Department Head or Elected Official has engaged in and/or condoned activities that constitute harassment, you are not required to discuss this matter with your Department Head or Elected Official.

Have you held a discussion with your Department Head or Elected Official?

Yes _____ Date _____ No _____

If there was no such meeting, what was your reason for NOT bringing it to your Department Head or Elected Official's attention?

If you did discuss this matter with your Department Head or Elected Official, please state his or her response to the complaint:

COMPLAINT

I. Please state the facts, events and circumstances that initiated filing this complaint. Please give a complete description of the event(s) and statements made. Within this statement, please give the names of the persons engaging in the alleged harassment, the dates they occurred, witnesses to the alleged harassment and your response (attach additional sheets if necessary).

II. Please state action or changes(s) you are seeking in order to resolve this complaint (attach additional sheets if necessary).

Signature of Employee

Date