



MANAGEMENT DIRECTED POLICY POLICY #18-11md

TO: All City Employees

FROM: Russ Blackburn, City Manager

EFFECTIVE DATE: August 1, 2018

INITIATED BY: City Manager's Office

POLICY TITLE: Anti-Harassment and Discrimination

PURPOSE STATEMENT

To prevent discrimination and harassment within the City of Port St. Lucie. The City of Port St. Lucie is committed to providing a workplace free from discrimination and harassment and maintaining an environment that recognizes the inherent worth and dignity of every individual; fosters tolerance, sensitivity, understanding, and mutual respect; and encourages its employees, volunteers, customers, and vendors to strive to reach their potential. The City will not tolerate any form of proscribed discrimination or harassment, nor will it tolerate any form of retaliation against employees or other individuals who complain about discrimination or harassment or who participate in any resulting investigation. All employees, officials, volunteers, vendors, independent contractors, and recipients of and participants in City services shall receive notice of this policy. Any employee who perceives that he/she is a victim of discrimination or harassment is strongly encouraged to take advantage of this policy.

SCOPE

This policy applies to all elected officials, appointed officials, City employees, vendors, independent contractors, volunteers, and recipients of or participants in City services.

DEFINITIONS

HARASSMENT: For purposes of this policy, "harassment" is any unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual, or is designed to threaten, intimidate, bully or coerce an individual because of a protected characteristic (individual's race, color, gender, religion, national origin, age, disability, marital status, pregnancy, sexual orientation, gender identity, genetic predisposition or carrier status, veteran status, status as a domestic violence victim, or any other characteristic protected by federal, state or local laws. as further defined in this policy), and:

- Enduring offensive conduct becomes a condition of continued employment; or
- The conduct is "sufficiently severe or pervasive to alter the conditions of the individual's employment and create an abusive working environment." (Meritor Savings Bank v. Vinson). A work environment that a reasonable individual would consider intimidating, hostile, or abusive. Petty slights, annoyances, and isolated incidents, unless extremely serious, will not constitute unlawful harassment under this policy.

SEXUAL HARASSMENT: Sexual harassment in the workplace can occur when an unwanted condition is imposed on a person's employment because of his or her sex. Sexual harassment consists of unwelcome sexual advances, hostile conduct based on the individual's gender, and



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offensive, sexually charged workplace behavior affecting persons who may or may not be the targets of the gender-based conduct, 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; or
- Submission to or rejection of such conduct by an individual is used as the basis for an employment action or decision affecting the individual; or
- Such conduct substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

PROTECTED CHARACTERISTIC: For the purposes of this policy, "protected characteristic" refers to an individual's race, color, gender, religion, national origin, age, disability, marital status, pregnancy, sexual orientation, gender identity, genetic predisposition or carrier status, veteran status, status as a domestic violence victim, or any other characteristic protected by federal, state or local laws.

EQUAL OPPORTUNITY OFFICER: The City's Equal Opportunity (EO) Officer is the Human Resources Director. The EO Officer is responsible for processing and investigating all complaints of discrimination and harassment, as well as providing guidance on equal opportunity matters to appointed officials, managers, supervisors, and employees.

RACIAL AND OTHER HARASSMENT: Harassment based on race or any other protected characteristic may include, but is not limited to, the following:

- Verbal conduct such as epithets, suggestive comments, off-color language or jokes, slurs, insulting or obscene comments or gestures, audio productions or reproductions, or verbal harassment or abuse that is based upon a protected characteristic;
- Spreading gossip about an individual because of that individual's protected characteristic;
- Unwanted comments (serious or humorous) directed at an individual or about an individual that refer or relate to his or her protected characteristic;
- Unwanted, suggestive, and/or denigrating letters or emails, or unwanted, suggestive telephone calls to an individual on the basis or because of that individual's protected characteristic;
- Any comments referencing an individual's protected characteristic in employment practices that is of a derogatory or denigrating nature.
- Any display in the workplace of racial or otherwise offensive or suggestive objects, pictures, videotapes, films, posters, reading material, screen savers, web pages, faxing, e-mail, or other items.

DISCRIMINATION: For the purposes of this policy, "discrimination" is any adverse action denying full and equal treatment in the provision of services or in the terms and conditions of



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employment. Discrimination means any practice prohibited by any state, federal, or local law, rule, or ordinance. Examples of prohibited employment practices include, but are not limited to:

- Discharging or refusing to hire an individual based on any protected characteristic described in this policy;
- Disciplining or rewarding an individual based on any protected characteristic described in this policy; or
- Treating an individual less favorably with respect to compensation or terms, conditions, or privileges of employment based on any protected characteristic described in this policy.

POLICY

The City of Port St. Lucie is committed to maintaining a workplace free of any discrimination, harassment, or retaliation. The City strictly forbids and will not tolerate discrimination or harassment against any employee, vendor, volunteer, independent contractor, or recipient of or participant in City services, on the basis of an individual's race, color, gender, religion, national origin, age, disability, marital status, pregnancy, sexual orientation, gender identity, genetic predisposition or carrier status, veteran status, status as a domestic violence victim, or any other characteristic protected by federal, state or local laws. Further, the City will not tolerate any form of retaliation directed against an employee or other individual who complains about such discrimination or harassment or who participates in any investigation concerning discrimination or harassment.

The City will not tolerate harassment by any City employee for any reason. Some offensive acts or remarks may violate this handbook even if they are not so severe that they violate federal or state discrimination laws. Harassment includes but not limited to unsolicited remarks, gestures or physical contact, display or circulation of written materials or derogatory pictures. Accordingly, derogatory racial, ethnic, religious, age, sexual, sexual orientation, gender identity or other inappropriate and vulgar remarks, slurs, or jokes will not be tolerated.

SEXUAL HARRASSMENT: Illegal harassment can be based on race, age, religion, national origin, disability, gender, or sexual orientation. A specific type of gender harassment is sexual harassment. Sexual harassment in the workplace can occur when an unwanted condition is imposed on a person's employment because of his or her sex. However, unlike most forms of discrimination, sexual harassment can exist even where the harasser never intended to harass.

Both men and women can be the victims of sexual harassment, including same sex sexual harassment. Sexual harassment can comprise the following behaviors:

1. Unwelcome sexual advances;
2. Hostile conduct based on the victim's gender;



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3. Offensive, sexually charged workplace behavior affecting persons who may or may not be the targets of the gender-based conduct; and
4. Title VII is violated when the workplace is permeated with “discriminatory intimidation, ridicule, and insult” that is “sufficiently severe or pervasive to alter the conditions of the victim’s employment and create an abusive working environment.” (Meritor Savings Bank v. Vinson)

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of sexual harassment include, but are not limited to:

1. Verbal: repeated sexual innuendoes, racial, sexual, sexual orientation, sexual identity, epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
2. Visual/Non-verbal: derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
3. Physical: unwanted physical contact including touching, patting, pinching, hugging and interfering with an individual's normal work movement, or assault; and
4. Other: making or threatening reprisals because of a negative response to harassment.

Incidents of sexual harassment can exist even where the harasser never intended to harass, as it is the impact of what a person does, not his or her intent, that determines liability. Both men and women can be the victims of sexual harassment, including same sex sexual harassment. The harassment may involve individuals having equal or unequal power, authority, or influence. Sexual harassment, as defined above, may include, but is not limited to:

1. Unwelcome sexual advances, flirtations, or propositions, or persistent requests for dates;
2. Actual or implied demands for sexual favors in exchange for favorable treatment, continued employment, or to avoid unfavorable treatment;
3. Threats and/or demands to submit to sexual requests to obtain or retain any employment benefit;
4. Verbal conduct such as epithets; derogatory or obscene comments; slurs; sexual invitations; sexual jokes; propositions; suggestive, insulting, or obscene comments or gestures; audio productions or reproductions; verbal harassment or abuse; pressure for sexual activity; or other verbal abuse of a sexual nature;
5. Graphic verbal commentary about an individual’s body, sexual prowess, attractiveness, or sexual deficiencies;
6. Any display in the workplace of sexually suggestive objects, pictures, videotapes, films, posters, reading material, screen savers, web pages, faxing, e-mail, or other items;
7. A coerced or forced sexual act or assault;
8. Uninvited physical contact of a sexual nature such as pinching, grabbing, patting, tickling, cornering, brushing up against, hugging, fondling, or kissing another individual, or other



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unwelcome or inappropriate touching;

9. Uninvited leering, whistling, or gestures of a sexual nature;
10. Uninvited or unwelcome terms of endearment such as “honey,” “dear,” or “sweetheart.”
11. Digital communications on mobile platforms or social media that are threatening or harassing in nature, even when sent and received outside of the workplace.

Normal, courteous, mutually respectful, pleasant, noncoercive interactions between employees, both men and women, *which are acceptable to and welcomed by both parties*, are not considered to be harassment, including sexual harassment.

RESPONSIBILITIES OF MANAGEMENT AND EMPLOYEES

Managers’ and Supervisors’ Responsibilities: Each manager and supervisor shall be responsible for preventing acts of harassment and discrimination and utilizing this policy in the event such conduct is reported. These responsibilities include:

1. Expressing strong disapproval of all forms of discrimination and harassment;
2. Monitoring the work environment in the unit on a continuous basis for signs that discrimination or harassment may be occurring;
3. Informing and reminding, when necessary and appropriate, all employees of the types of behavior prohibited and of the City’s policy for reporting and resolving complaints of discrimination or harassment;
4. Stopping any observed acts of possible discrimination, harassment, or retaliation, and taking appropriate steps to intervene, if the involved employees are within his/her line of supervision;
5. Reporting any observed acts of possible discrimination, harassment, or retaliation to the next level supervisor or manager (unless that individual is the offending party), or the EO Officer if the offensive behavior continues after his or her attempts to stop it;
6. Taking immediate action to prevent retaliation against the complainant or a participant in an investigation; and
7. Taking immediate action to eliminate any hostile work environment where there has been a report of harassment.

Failure to carry out these responsibilities will be considered in any evaluation or promotional decision and may be grounds for discipline, up to and including dismissal.

Each manager and supervisor shall aid any City employee who comes to that manager or supervisor with a report of discrimination or harassment by documenting and filing the report in accordance with this policy.

Employee’s Responsibilities: Each employee is responsible for assisting in the prevention of discrimination and harassment by:



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1. Refraining from participating in or encouraging actions that could be perceived as discrimination or harassment;
2. Promptly reporting acts of discrimination or harassment to a supervisor (or the next level supervisor if the supervisor is the offending party), manager, or the EO Officer; and
3. Encouraging any employee who confides that he or she is being harassed or discriminated against to report these acts to a supervisor, manager, or the EO Officer.

COMPLAINT REPORTING AND INVESTIGATION

Any individual encountering discrimination, harassment, or retaliation is encouraged to inform the offending individual that his/her actions are unwelcome and offensive.

An individual who believes he or she has been discriminated against, harassed, or otherwise aggrieved by a violation of this policy MUST report the offending conduct, either verbally or in writing, to one of the following individuals:

1. The complainant's direct supervisor or the supervisor;
2. The Department Director; or
3. The EO Officer.

If any of the above individuals is the offending party, or it is impractical to disclose the matter to him/her, then the next higher-level official, and/or the EO Officer shall be notified.

An individual who wishes to make a complaint of discrimination or harassment is not required to follow the chain of command and may choose to make his or her complaint directly to the EO Officer.

As soon as possible, after receiving a verbal report, and immediately after receiving a written report, the supervisor, Department Director, or designee will complete a Complaint Intake Form, attach any written documentation from the complainant, and have the complainant sign the form. Should the complainant refuse to sign the form, a record of such refusal shall be made on the form. The completed form and attachments, or a copy thereof, shall be transmitted immediately to the EO Officer.

When the Complainant meets with the EO Officer, he/she shall provide the complainant with a copy of the City's Anti-Harassment and Discrimination Policy, the appropriate form(s) and advise the complainant that he/she can either file (1) an informal complaint, or (2) a formal complaint.

If an individual reporting harassment or discrimination does not wish to file a written complaint, informal or formal, the individual shall be required to submit a signed written statement indicating that he/she does not wish to file a complaint now with the EO Officer. The EO Officer shall notify the affected Department Director of the complaint.

Upon receipt of a completed complaint form, informal or formal, the EO Officer shall assess the



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allegations in the complaint and consult with the Director of the affected Department, in conjunction with the City Attorney's Office, to determine what temporary, remedial measures, if any, should be taken under the circumstances.

The EO Officer shall determine the basis for the complaint and the action to be taken within seven (7) calendar days from receipt of the complaint unless the complainant agrees to an extension of this time frame. Actions may include, but are not limited to, facilitation of an informal resolution, or formal investigation. All employees are encouraged to document all incidents of alleged harassment, discrimination, or retaliation to provide the fullest basis for any subsequent investigation.

INFORMAL COMPLAINT:

An informal complaint is any complaint by a complainant that does not wish to file in writing. Informal complaints may be resolved directly by the individual, with the help of co-workers, supervisor, EO Advisor or other person in the complainant's chain of command. The intent is to give the complainant an avenue to address concerns and issues without making it a formal investigation. Typically, those issues that can be taken care of informally can be resolved through discussion, problem identification, Employee Assistance Program (EAP) and clarification of the issues. An informal complaint is not subject to time suspense. It is recommended that anyone working on the resolution of informal complaints should prepare a memorandum of record. The memorandum of record should include information indicating nature of complaint and identifying pertinent information to assist in the identification of department's climate or other employment issues.

Although the processing of a formal complaints through the chain of command or EO Officer is strongly encouraged, it will not serve as the only channel available to a complainant to resolve complaints. Should the complainant feel uncomfortable in filing a complaint with his/her unit chain of command, or should the complaint be against a member of that chain of command, several alternative avenues exist through which the issues may be identified for resolution. If a Complainant desires to address his/her concerns informally, he/she have the following alternate options:

1. Someone in a higher echelon of the complainant's chain of command;
2. Labor Relations Administrator; or
3. EO Officer.

Initial actions by these alternative options are the same for informal and formal complaints. Any alternative means above that receives an informal complaint of unlawful discrimination or sexual harassment has the obligation to talk with the complainant. They should advise the complainant of his/her rights and responsibilities; listen to the complainant and find out as much information as possible concerning the complaint (including what the reasons are behind the complaint and



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why the individual is using the alternative option as opposed to his or her chain of command); tell the complainant what support services are available from the City that may help resolve the issues; explain the complaint system (differences between informal and formal complaints); and, then attempt to assure resolution of the issue (through intervention, counseling, and training).

At any time during the process, the complainant has the option of making his/her informal complaint into a formal investigation.

FORMAL INVESTIGATION PROCESS:

The EO Officer shall, within the time allotted, initiate an investigation of the complaint. When investigating a complaint of harassment, discrimination, or retaliation that involves Police or Fire personnel, the respective bill of rights shall be observed. Depending on the nature of the violation, the City Manager may refer the investigation to the appropriate authority.

Within 30 calendar days after receipt of the request for a formal investigation of the complaint, unless circumstances warrant additional time, the EO Officer shall confer with the affected Department Director and Legal to review the investigation's preliminary findings and/or to evaluate possible informal resolution of the matter.

In determining whether alleged conduct constitutes harassment, discrimination, or retaliation as defined herein, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated.

The formal investigation of the complaint shall consist of, at a minimum, interviews of the complainant, respondent, and any identified witnesses to the alleged discriminatory conduct. Investigation may also consist of review of personnel and other documents, including electronic mail, identified by the EO Officer as being pertinent to the investigation; onsite visits by the EO Officer to observe the physical location of the alleged discriminatory conduct; and/or interviews of other persons identified by the EO Officer as being pertinent to the investigation.

If the complaint cannot be resolved informally, the EO Officer shall issue an investigative report with findings as to the nature and substance of the allegations to the affected Department Director. At the same time, the EO Officer will issue a written notice to the complainant and respondent that the investigation has been completed. The notice shall include a statement of the investigative findings.

The complainant or respondent may file a response to the investigative report within 15 calendar days of the date the report is issued. The response will be placed in the investigative file with the report.



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The Department Director, in consultation with the Human Resource Director or designee and the Office of the City Attorney, will determine if any action and/or disciplinary action is appropriate, based on the findings in the investigative report, and will take the necessary action and/or disciplinary action.

FINDINGS OF HARASSMENT IN THE WORKPLACE

Harassment (sexual or otherwise) by any City employee **WILL NOT BE TOLERATED**. If the City determines, after an appropriate good faith investigation, that someone has violated this policy, the City will take swift and appropriate corrective action. Further, discipline will be imposed depending on the severity of the facts, up to and including dismissal. The investigator will inform all parties in writing of the outcome of the investigation. If it is concluded that a violation of this Policy or City Rules occurred, the report will be forwarded to the applicable Department Head and/or City Manager, if applicable, who shall recommend appropriate corrective action. This may include:

1. Counseling the person against whom a complaint is made or complainant;
2. Ongoing performance management and monitoring;
3. Transfer of the person against whom a complaint is made to a different role;
4. Reiterating the obligation for all employees to refrain from conduct that violates the Policy;
5. Providing training in what constitutes harassment, appropriate communications skills, managing workplace relationships, etc.; and
6. Issuing a written reprimand, suspension without pay, demotion, termination of employment or other discipline in accordance with City policies.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICER

The Human Resources Director shall serve as the City's EEO Officer. The EEO Officer shall report directly to the City Manager and is charged with implementing the City's EEO Policy, including receiving discrimination complaints, conducting investigations, as well as ensuring the City's compliance with federal and state laws.

The EEO Officer will also:

1. Ensure that employees are adequately trained in EEO laws,
2. Supervise the EEO-related activities of investigators,
3. Ensure that EEO policies are prominently posted or otherwise provided to employees in accordance with the law.

For EEO-related complaints, an employee may elect to meet privately with the EEO Officer. Leave requests to meet with the EEO Officer during work hours may not be unreasonably denied by management personnel. If appropriate, arrangements may be made to hold the meeting during non-work hours. The EEO Officer will discuss and research appropriate options, including



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potential action, referrals to outside agencies, investigation and/or some temporary relief. Any individual being interviewed during an EEO investigation may be accompanied by a witness of their choice. The subject of the complaint will be afforded the right to respond to the allegations in writing. Failure to cooperate in an investigation by any employee may result in discipline.

RETALIATION PROHIBITED

Retaliation against any employee for filing a harassment or discrimination complaint, or for assisting, testifying or participating in the investigation of such a complaint, is illegal under state and federal law and is prohibited by this policy. Retaliation is a form of employee misconduct.

Any evidence of retaliation shall be considered a violation of this policy and shall be investigated in the same manner as harassment and discrimination complaints are investigated pursuant to this policy.

Monitoring to ensure that retaliation does not occur is the responsibility of all managers, supervisors, and the EO Officer. Instances of retaliation shall be reported immediately in the same manner as reports or complaints of harassment or discrimination, as outlined in this policy, and shall be immediately investigated consistent with this policy.

Examples of behavior that is protected against retaliation under this policy include, but are not limited to: expressing an intent to file a complaint alleging prohibited conduct; participating as a witness in an EEO investigation, administrative proceeding, hearing or trial; and/or seeking a reasonable accommodation.

TIME LIMITS FOR FILING A COMPLAINT

The City of Port St. Lucie encourages a prompt reporting of complaints so that a prompt response and appropriate action may be taken. A prompt report not only aids the complainant, but it also helps maintain an environment free from harassment and discrimination for all employees. Notwithstanding the City's encouragement, an aggrieved individual should report a complaint of violation of this policy to the supervisor, Department Director, or EO Officer within thirty (30) days of the most recent alleged violation to invoke the provisions of this policy.

In the event an aggrieved individual reports a complaint after thirty (30) calendar days have passed since the most recent alleged violation of this policy, the EO Officer shall inquire into the circumstances for such delay in reporting the discrimination, harassment, or retaliation and decide as to whether the delay was excusable, and if so, how to proceed. However, nothing over 360 calendar days after the alleged discrimination, harassment or retaliation will be considered.



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FALSE CHARGES

It is prohibited for any employee to falsely accuse another of harassment, or to make a false complaint to harass another employee. This policy shall not be used to knowingly bring false or malicious charges against any individual(s). Disciplinary action will be taken against any individual found to have brought a charge of discrimination, harassment, or retaliation in bad faith, or any individual who, in bad faith, is found to have encouraged another individual to bring such a charge. The consequences and appropriate remedial action for an employee found to have falsely accused another as a means of harassment may result in discipline, up to and including termination.

TEMPORARY REASSIGNMENT

If a complainant or alleged violator of this policy must be temporarily reassigned during the investigation phase of this process, such transfer or reassignment shall be done in the least disruptive manner to all parties under the circumstances, and, in the case of the complainant, shall not result in the loss of any tangible benefits including salary. However, the City reserves the right to place the alleged violator in an administrative leave with or without pay during the investigation.

CONFIDENTIALITY

All complaints shall remain confidential until (1) a finding is made and issued and all related grievances have concluded; (2) the investigation of the complaint becomes inactive; or (3) the complaint or other record is made part of the official record of any hearing or court proceeding. The City will keep confidential any potential complaint or record from an employee who chooses not to file a complaint and requests that the record of the potential complaint remain confidential to the extent permitted by law.

PENALTY FOR VIOLATION OF THE POLICY

A substantiated charge of discrimination, harassment, or retaliation against an employee shall result in disciplinary action up to and including dismissal, subject to procedural requirements. A substantiated charge of discrimination, harassment, or retaliation against any volunteer, vendor, contractor, or participant in or recipient of City services shall result in appropriate corrective action being taken. A substantiated charge of discrimination, harassment, or retaliation against an elected official shall be forwarded to the State of Florida Commission on Ethics for further consideration, if any.

FILING A COMPLAINT WITH EEOC OR FCHR

All aggrieved individuals are to take advantage of this policy in the event they become victims of discrimination, harassment, and/or retaliation. The following federal and state agencies enforce discrimination laws: The Florida Commission on Human Relations (FCHR), the United States Equal Employment Opportunity Commission (EEOC) and the Department of Justice. Complaints may



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be filed with these agencies. For more information, contact the Department of Human Resources.

Further, in keeping with the EEOC's enforcement guidance, individuals protected under federal or state law are advised of their right to file a complaint with the following agencies:

Florida Commission on Human Relations (FCHR)

4075 Esplanade Way, Room 110
Tallahassee, FL 32399 850/488-7082

Web Address: <http://fchr.state.fl.us>

Equal Employment Opportunity Commission (EEOC) Tampa Field Office

501 E. Polk Street, Suite 1000
Tampa, FL 33602 800/669-4000
Web Address: <http://www.eeoc.gov>

Filing a complaint with an agency outside of the City will not affect an individual's rights under this policy.

In the event the employee files a complaint with a federal or state agency based on or related to the same facts and circumstances of an internal complaint, the investigator will turn the matter over to the Office of the City Attorney and Risk Management. The complainant shall be notified of the transfer and the Office of the City Attorney or Risk Management will handle the matter.



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COMPLAINT INTAKE FORM

The City is committed to maintaining a work environment free of harassment based on individual’s race, color, gender, religion, national origin, age, disability, marital status, pregnancy, sexual orientation, gender identity, genetic predisposition or carrier status, veteran status, status as a domestic violence victim, or any other characteristic protected by federal, state or local laws.

Harassment includes unsolicited remarks, gestures or physical contact, display or circulation of written materials or derogatory pictures. Accordingly, derogatory racial, ethnic, religious, age, sexual or other inappropriate remarks, slurs or jokes will not be tolerated. The City will not tolerate harassment by any employee for any reason.

Disclosure of this information is voluntary. However, failure to provide all of the requested information could lead to rejection of the complaint for inadequate data.

1. Who is involved in this complaint? Please list names and department(s) of those involved and that of any witnesses to the incidents.

Persons involved:

Witness(es):

2. Basis of Complaint: (check all that are applicable)

<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> Gender	<input type="checkbox"/> Religion	<input type="checkbox"/> National Origin	<input type="checkbox"/> Age	<input type="checkbox"/> Disability
<input type="checkbox"/> Marital Status	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Gender Identity	<input type="checkbox"/> Genetic Predisposition or Carrier Status	<input type="checkbox"/> Veteran Status	<input type="checkbox"/> Domestic Violence Victim Status

3. The Nature of the complaint: (Give in as much detail as possible, the basis for your complaint; describe the incident/behavior(s) and dates of the occurrence(s); the names of the parties involved, witnesses, and to whom it may have been previously reported; and any additional



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information that would be helpful in resolving your complaint). Attached additional sheets, as needed and provide copies of any documentation that you feel will assist in the investigative process of this complaint.

4. Requested Remedy: (What do you think the final outcome should be)

5. Affidavit of Intent:

- I wish to file a formal complaint now.
- I wish to file an informal complaint now.

