



## OFFICE OF PERSONNEL AND LABOR RELATIONS

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**Ben Walsh, Mayor**

### **City of Syracuse**

#### **HARASSMENT IN THE WORKPLACE POLICY**

##### **A. POLICY**

All City departments will maintain a working environment free from all forms of harassment including sexual harassment. Harassment in any manner or form is expressly prohibited. The City of Syracuse will not tolerate verbal or physical conduct by any employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile environment. The City of Syracuse reminds all employees that such behavior is absolutely unacceptable and may result in disciplinary action or discharge.

##### **B. PROCEDURE**

Any employee who believes they have been the subject of harassment or sexual harassment should report the allegation immediately in accordance with the following procedures. All complaints shall be held in confidence and disclosed only to the extent necessary for investigation.

Employees are directed to notify either their Supervisor, Department Head or the Director of Personnel and Labor Relations of any incident constituting harassment or sexual harassment. Employees have the option of initiating their complaint investigation through this procedure or through any applicable labor contract provisions.

All reported incidents of harassment or sexual harassment will be promptly and thoroughly investigated. If substantiated, appropriate corrective and/or disciplinary action will be taken.

#### **FORMS OF HARASSMENT**

Incidents may include, but are not limited to:

1. Exercise, or attempted exercise of the power or authority of one's position to control, influence or affect the career, salary, job or other employment conditions of any employee in exchange for sexual favors;
2. Verbal abuse, threats, or false accusations;
3. Unwelcome or repeated comments, remarks, jokes innuendos or taunting about a person's body, attire, age, sex, race, disabilities, marital status, national origins, religious beliefs, or sexual/affectional preference or orientation, gender identity or gender expression, or any other classified group within the protected class;
4. The display of pornographic, racist, or other offensive or derogatory material;
5. Practical jokes which cause awkwardness or embarrassment;
6. Unwelcome or repeated sexual advances, propositions or gestures; and
7. Physical contact that one finds objectionable or offensive.

The City of Syracuse is an Equal Employment Opportunity employer committed to the intent and spirit of this Policy. All employees are encouraged to report any violations.

Updated June 22, 2015