

# City of Syracuse

## SEXUAL HARASSMENT POLICY

### A. POLICY

It is the policy of the City of Syracuse to prohibit sexual harassment of its employees in the workplace. The City of Syracuse will not tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.

### PROCEDURES

1. Each department head and supervisor has an affirmative duty to maintain a working environment free of sexual harassment through his or her responsibility. Specifically, no department head, supervisor, or other employee shall threaten or insinuate, either explicitly or implicitly, that another employee's refusal to submit to sexual advances will adversely affect that employee's evaluation, wages, advancement, assigned duties, shifts, or other terms of conditions of employment.
2. All other sexually harassing conduct, whether committed by supervisors or non-supervisory personnel, is also prohibited in the workplace. Such conduct may include:
  - unwelcome sexual flirtations, advances or propositions;
  - verbal abuse of a sexual nature;
  - sexually degrading words used to describe an individual;
  - graphic or suggestive comments about an individual's dress or body; and
  - displays of sexually suggestive objects or pictures.
3. Any employee who believes that the actions or words of a supervisor or fellow employee constitute sexual harassment shall report such conduct to his or her department head, supervisor, or the Director or Personnel and Labor Relations as soon as possible.
4. All complaints of harassment shall be investigated promptly and impartially by the department head, supervisor, and/or Director of Personnel and Labor Relations.
5. All actions taken to resolve a complaint of sexual harassment shall be conducted so as to preserve the confidentiality of the involved parties to the greatest extent deemed possible and appropriate by the City employees responsible for the resolution of that complaint.
6. Any department head, supervisor, agent, or other employee found after appropriate investigation to have engaged in sexual harassment of another employee shall be subject to disciplinary action.