

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.*

## **APPENDIX B: WORKPLACE HARASSMENT POLICY**

**It is the policy of the Board of County Commissioners to provide a workplace that is free from harassment. Harassment is a form of employee misconduct which undermines the integrity of the employment relationship. We will not tolerate any conduct or behavior which interferes with the reasonable expectations of our employees to a workplace that is free from rude, offensive, intolerant, or otherwise inappropriate comments, actions or material. Any employee determined to have violated this policy will be disciplined in accordance with the disciplinary procedures set forth in the Alachua County Human Resources Policies and Procedures, and in accordance with Title VII of the 1964 Civil Rights Act (as amended). Sexual harassment is a form of prohibited harassment.**

### **WHAT IS SEXUAL HARASSMENT?**

Sexual harassment is a form of sex discrimination that violates Title VII of the 1964 Civil Rights Act. It is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct is used as a basis for employment decisions, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

**Sexual harassment includes, but is not limited to:** *obscene jokes, lewd comments, rumor/gossip of a sexual nature, repeated unwelcome requests for dates, unwelcome touching, unwelcome attention of a sexual nature or employment decisions based on gender.*

### **WHAT SHOULD YOU DO?**

Any employee who feels that he/she is a victim of sexual harassment or is aware of or suspects any prohibited harassment must report the harassment to the supervisor, department/division head or the Equal Opportunity Director immediately. The employee always has the right and opportunity to report harassment directly to the Equal Opportunity Director. All complaints of sexual harassment will be promptly investigated and kept confidential to the extent possible. No employee will suffer retaliation for having made such a report or complaint in good faith.

**Retaliation against any person who brings an allegation forward, files a complaint or participates in an investigation of harassment is strictly prohibited. Any employee who feels that he/she is being retaliated against for filing a complaint or participating in an investigation must report the retaliation to the EO Director immediately.**

**CONTACT: Equal Opportunity Director  
Alachua County Equal Opportunity Office  
12 SE 1<sup>st</sup> Street, 1<sup>st</sup> Floor  
Gainesville, FL 32601  
(352) 374-5275 (voice) or (352) 374-5284 (TDD)**