

## HARASSMENT FREE WORK PLACE

Racine County is committed in all areas to providing a work environment that is free of harassment. Harassment based on individual sex, race, ethnicity, national origin, age, religion or any other legally protected characteristic will not be tolerated. All employees, including supervisors and other management personnel, are expected to abide by this policy. No person will be adversely affected in employment with Racine County as a result of complaints of unlawful harassment.

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons victimized by it. Examples of harassing behavior may include, but are not limited to, unwanted sexual contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures.

If an employee feels that he/she is being harassed, he/she should immediately report the matter to his/her supervisor. If the supervisor is not available, or is the subject of the harassment complaint, the employee should immediately contact the Human Resources Department. Once the matter has been reported, it will be promptly investigated and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as possible under the circumstances.

Any employee engaging in improper harassing behavior will be subject to disciplinary action, including the possible termination of employment. Retaliation against any employee who reports improper harassing behavior will not be tolerated.