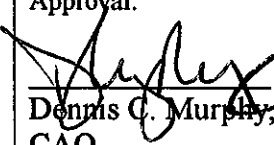
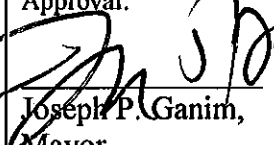


## CITY OF BRIDGEPORT

Subject:  <b>SEXUAL HARASSMENT POLICY</b>	Approval:  Dennis C. Murphy, CAO	Approval:  Joseph P. Ganim, Mayor	Effective: <b>IMMEDIATELY</b>  Number: 22-99 Page: 1 of 3
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### SEXUAL HARASSMENT IN THE WORKPLACE

#### A. PURPOSE AND RESPONSIBILITY

To reaffirm the City's Policy prohibiting sexual harassment in the workplace.

It is the responsibility of every employee to ensure that this Policy is strictly enforced. This responsibility includes Management employees ensuring that each employee is aware of the City's policy on Sexual Harassment, and that each work section is free from sexual conduct that causes, or reasonably could be considered to cause, an intimidating, hostile, or offensive working environment.

#### B. SCOPE

Applies to all employees, contractors and consultants of the City of Bridgeport, and any individual conducting business with the City.

#### C. POLICY

Pursuant to State and Federal Law, sexual harassment is illegal. The City of Bridgeport will maintain a working environment for its employees which is free from sexual harassment. The City will not tolerate any verbal or physical conduct by its managers, supervisors, employees, or any individual conducting business with the City, male or female, which would constitute sexual harassment.

**Sexual harassment** is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, man to woman, woman to man, man to man or woman to woman, when;

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, including but not limited to, "horse-play" of a sexual nature.

**In any case, any retaliation against an individual making a complaint pursuant to this policy is strictly prohibited.**

#### **D. PROCEDURE**

1. The Sexual Harassment Policy shall be explained to all employees during new employee orientation.
2. Department Heads will review with their supervisors and managers at least semi-annually, the Sexual Harassment Policy. All employees will receive a copy of this policy annually.
3. **Complaint Procedure:** Should an employee feel that he/she has been sexually harassed, he/she must contact their Department Head, Affirmative Action Director, the Director of Labor Relations, or a Labor Relations Officer, to make a formal complaint. A meeting will be held immediately following a formal complaint, at which time the employee must provide the details of the alleged conduct in violation of this policy. A written report will be prepared detailing the allegations. A copy will be forwarded to the Director of Labor Relations.

Once any of these officers are informed of any behavior which may be unlawful, they have an obligation to investigate the claim. This obviously means that the person(s) involved will be asked to respond to the allegations of harassment. Any witnesses to the alleged behavior will also be interviewed. A written report will be prepared detailing the findings of the investigations. A copy of this report will be sent to the Director of Labor Relations.

4. Employees, including Department Heads and all supervisors, must report any incident of sexual harassment. Supervisors and employees are encouraged to prevent, report and correct any occurrences of sexual harassment.
5. **Disciplinary Action:** Suspension, pending further investigation of person or persons involved, may be imposed. Following an investigation, any person(s) found to be in violation of this policy, will be subject to disciplinary action, up to and including termination. A supervisor's failure to report, or to take

reasonable measures to prevent or stop violations of this policy, may also result in disciplinary action against the supervisor.

All supervisors are required to consult with the Office of Labor Relations concerning any investigations of alleged violations of this policy, and to review any proposed discipline for violations of this policy.

***Contact Person***

For more information, to file or pursue a complaint, contact the Office of Labor Relations, 45 Lyon Terrace, Bridgeport, CT 06604.

***Acknowledgment***

I \_\_\_\_\_ acknowledge that I have reviewed a copy of the City of Bridgeport Sexual Harassment Policy.

This form will be placed in my personnel file.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

*- Policy Revised April 1999*