



## HARASSMENT AND DISCRIMINATION POLICY

### 1.05

Effective Date: 07/18

**Purpose:** The Barren River District Health Department (BRDHD) has established this policy prohibiting any discriminatory practices in its workplace.

**Failure to Comply:** Employees who fail to comply with this procedure will be subject to disciplinary procedures. Agency failure to comply could result in violation of state regulations, federal and state laws.

**Policy:** BRDHD is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment and prejudice. Therefore, BRDHD expects that all relationships amongst persons will be business-like and free of bias, prejudice and harassment. The BRDHD will comply with a zero-tolerance philosophy regarding harassment, discrimination, and prejudice. Any and all claims will be thoroughly investigated in an objective manner.

It is the policy of BRDHD to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, ethnicity, religion, sex, sexual orientation, gender, creed, age, disability, marital status, citizenship or any other characteristic protected by law. BRDHD strictly prohibits any such discrimination or harassment.

BRDHD encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of BRDHD to investigate such reports. BRDHD prohibits retaliation against any individual who reports discrimination or harassment, or any individual who participates in an investigation of such reports.

#### **Definitions of Harassment**

1. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (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 affecting such individual; 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. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

2. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

### **Individuals and Conduct Covered**

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to BRDHD (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

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**Forms:** None

**References:** [U.S. Equal Employment Opportunity Commission](#); [Department of Labor](#)

**Contact Person:** Human Resources Manager

**Policy Origination, Revision, and Review Tracking**

| Policy Number | Origination Date | Description of Revision or Reviewer Name |
|---------------|------------------|--|
| 1.05          | 12.14.2017       | HR Manager – Policy Creation             |
| 1.05          | 9.24.2020        | HR Manager-review                        |