



## **APPENDIX A:**

### **Discrimination & Harassment Prevention**

#### **I. Purpose:**

To ensure that employees have a work environment free from unreasonable interruption, intimidation, hostility, or offensive behavior by managers, co-workers or vendors.

#### **II. Policy:**

City of Beeville will maintain a workplace free of discrimination and harassment of any kind and from any source, by distributing and enforcing this policy, and investigation complaints immediately and thoroughly. The employer hopes to prevent frivolous or malicious accusations, while maintaining confidentiality to the extent possible for the parties involved.

#### **III. Employee Responsibilities**

- Be certain that the offensive behavior is discriminatory or harassing on the basis of race, color, national origin, gender, age, religion, disability, or sexual preference. Let the offending person know that you do not approve of the behavior and that if it does not stop (or happens again), you intend to file a complaint in accordance with the City's policy.
- Find Witnesses or provide other substantiation to support the complaint.

#### **IV. Manager Responsibilities**

- Refrain from all forms of discrimination and harassment.
- If unacceptable behavior is observed, ask the offending individual to stop immediately while explaining the City of Beeville's policy against any form of discrimination, harassment, or retaliation at work."
- Cooperate fully in any investigation that is based on an observation or a complaint.

#### **V. Definitions**

- **Harassment** – Repeated, unwanted, or unwelcome language or behavior.
- **Hostile Environment** – Conduct that unreasonably interferes with an employee's job performance or creates an intimidating, offensive, or hostile work environment."
- **Quid Pro Quo** – Quid pro quo harassment occurs when a manager makes submission to sexual demands or favors a term or condition of employment for an employee under their supervision."



## CITY OF BEEVILLE

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### **VI. Procedure**

- File a complaint with the Supervisor, Department Head, or the City Manager and explain your concerns in full detail; be specific and supply documentation and/or witnesses.
- Management will handle the complaint by making an investigation and a report of the complaint and the findings.
- Appropriate action will be taken, based on the findings of the investigation. Discipline against the offender could include counseling, a written warning, probation, suspension (with or without pay), or termination.

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Employee's Printed Name

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Employee's Signature

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Date