

1.1(2): Anti-Harassment

This policy applies to all employees and non-employees such as volunteers, customers, clients, vendors, and consultants.

POLICIES AND PROCEDURES

Adams County prohibits harassment on the basis of any characteristic protected by law (see Policy 1.1(1)). For the purposes of this policy, harassment is verbal or physical conduct that denigrates or shows hostility toward an individual because of a legally protected characteristic and has the purpose or effect of creating an intimidating, hostile or offensive work environment or unreasonably interfering with an individual's work performance, or 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; or denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility toward an individual or group (including through e-mail).

Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, the County believes it warrants separate emphasis. Adams County prohibits sexual harassment in the County workplace. Sexual harassment is defined as, but not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Actions may constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Adams County prohibits inappropriate sexual conduct in the workplace. All employees are expected to conduct themselves in a professional manner at all times. Inappropriate sexual conduct, includes, but is not limited to, sexually explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, or e-mail;
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates; or

1.1(2): Anti-Harassment (continued)

- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging and brushing up against another's body.