

## Sacramento Suburban Water District

**Discrimination and Harassment Prevention Policy**

Adopted: July 21, 2003

Revised: September 19, 2005; November 20, 2006; September 17, 2007; August 16, 2010

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**100.00 Purpose of the Policy**

The purpose of this policy is to confirm the District's commitment to provide a work environment free of unlawful discrimination and harassment.

**200.00 Policy**

The District strictly prohibits unlawful discrimination and harassment on the basis of an employee's race, religion, color, national origin, ancestry, gender, sex, age, marital status, actual or perceived sexual orientation, physical or mental disability or condition, or any other basis protected by federal or state law. Discrimination and harassment in the workplace or in the course and scope of employment by any person in any form that is in violation of this policy is prohibited.

Prohibited unlawful discrimination and harassment includes, but is not limited to, the following:

- Verbal harassment such as epithets, jokes, derogatory comments or slurs based on the person's race, religion, color, national origin, ancestry, gender, sex, age, marital status, actual or perceived sexual orientation, or physical or mental disability or condition;
- Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual based on one of the categories above; and
- Visual harassment such as derogatory posters, cartoons or drawings based on one of the categories above. Also included are e-mails that may be inappropriate, offensive, harassing and/or that create a hostile work environment.
- Sexual harassment (see below).

This policy applies to all persons involved in functions of the District including directors, employees, contractors, consultants, and vendors. This policy applies to all areas of employment including recruitment, hiring, training, promotion, transfer, disciplinary action including termination, reduction in force, compensation, and other benefits.

**Sexual harassment** by any person in or from the work environment is strictly prohibited. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature when:

- Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of interfering with an individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, evaluation, assigned duties, or any other condition of employment or career development.

Sexual harassment also includes any act of retaliation against an employee for reports of violation of this policy or for participating in the investigation of a sexual harassment complaint. Other examples of sexual harassment include unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; e-mails that may be inappropriate, offensive, harassing, and/or create a hostile work environment; and the display in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations. The District will comply with laws requiring sexual harassment prevention training for all supervisors and other key personnel.

The District encourages all employees to report immediately any incidents of discrimination and/or harassment forbidden by this policy so that complaints can be resolved quickly and fairly. The District will promptly and thoroughly investigate any complaint of discrimination and/or harassment of any type and will take whatever corrective and remedial action is deemed necessary, including disciplining or discharging any individual who is believed to have violated this policy.

If the employee chooses, s/he may file a complaint with the State of California Department of Fair Employment and Housing and/or with the United States Equal Employment Opportunity Commission. These agencies are charged with the responsibility of accepting and reviewing all complaints.

The District will not retaliate against an employee for reporting an allegation of discrimination and/or harassment and it will not tolerate or permit retaliation by other employees against the reporting employee or any employees interviewed during the investigative phase. Any employee who believes s/he has been retaliated against because of a claim of discrimination and/or harassment, or being involved in the investigative phase of a discrimination and/or harassment complaint, may file a claim of retaliation with the District, the State of California Department of Fair

Employment and Housing, and/or the United States Equal Employment Opportunity Commission.

### **300.00 Authority and Responsibility**

The General Manager and each supervisor/manager will be responsible for maintaining a workplace free of discrimination and harassment. This responsibility includes discussing this policy with all employees and assuring them they are not required to endure insulting, degrading or exploitative treatment or any other form of discrimination or harassment. The District will distribute a copy of this policy to all new employees and will periodically remind all employees of their rights and duties regarding discrimination and harassment, at minimum on an annual basis. The District also will post the federal/state anti-discrimination and harassment poster on the employee bulletin board.

The General Manager is responsible for insuring that all complaints of discrimination and/or harassment are investigated fully and fairly, regardless of the manner in which they are made or the individuals involved. The person who receives the complaint, if other than the General Manager, shall refer the complaint to the General Manager. The General Manager will review every case, including all investigation findings and recommendations. If substantiated, discrimination and/or harassment are grounds for discipline up to and including dismissal.

If the person alleged to have engaged in discrimination and/or harassment is the General Manager, then the person who received the complaint shall refer it to the District Board President and the President, in consultation with District counsel, shall be responsible for investigating the complaint.

### **400.00 Policy Review**

This Policy shall be reviewed at least biennially.