



Complaints of behavior that an individual believes is prohibited sexual harassment should be reported to the immediate supervisor, the department manager, the Employee Relations Representative, the Employee Relations Director, or the County Administrator.

### SUPERVISORY & ADMINISTRATIVE RESPONSIBILITY

Department managers and supervisors are responsible for maintaining a departmental working environment free from harassment in any form, and responding to a complaint. Employees shall be instructed as to the meaning and importance of this policy. Complaints of harassment shall be responded to immediately and in as private a manner as possible, with respect and dignity for all the parties involved. Department managers shall immediately report any and all such complaints to the Employee Relations Division and may be required to assist in investigating the complaint.

Upon notice of a complaint alleging a violation of this policy, the Employee Relations Division, in coordination with the department manager, will conduct a thorough investigation of the complaint. The investigation may include interviews with all relevant individuals and will be conducted in such a manner as to preserve the privacy of all parties concerned to the extent possible. When a complaint is substantiated, the County will take appropriate action, which may include:

1. Counseling with affected employees to ensure that the seriousness of the issue and the County's commitment to deal with violations of this policy is clearly understood;
2. Transfer of affected employees;
3. Discipline, up to and including termination.

### EMPLOYEE RESPONSIBILITY

Employees are expected to conduct themselves in accordance with this policy and to assist supervisors and department managers in maintaining a working environment free from harassment. Employees who observe others involved in such actions that they believe are a violation of this policy should advise the offending party of the seriousness of their actions and of the County's commitment to enforce this policy. If the behavior continues, it should be reported to the immediate supervisor, the department manager, the Employee Relations Division, or the County Administrator.

### REPRISAL

This policy and its procedures apply to every employee and official of Scott County. The County will not tolerate retaliation or intimidation directed toward anyone who makes a complaint or who participates in an investigation of a complaint under this policy.