



STATEMENT OF INDIVIDUAL RESPECT

(Revised 12/2000, 03/2006, 09/2012, 12/2014)

The City believes that each employee is an important member of the organization who deserves to be treated with respect and dignity. Discrimination, or different treatment, because of an employee's race, sex, religion, color, national origin, age, ancestry, sexual orientation, gender identity, or disability is forbidden by local, state, and/or federal laws and will not be tolerated.

Sexual harassment is a form of discrimination on the basis of sex and will not be tolerated. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly 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 such individual; or
- 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.

Sexually harassing behavior includes, but is not limited to, offensive comments, jokes, innuendoes, and other sexually oriented statements, regardless of the audience.

Where employment opportunities or benefits are granted because of an individual's submission to the employer's sexual advances or requests for sexual favors, the employer may be held liable for unlawful sex discrimination against other persons who were qualified for but denied that employment opportunity or benefit.

All City employees are responsible for creating an atmosphere free from discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers. If the City determines that an employee has violated this policy, appropriate disciplinary action will be taken against the offending employee.

Supervisory employees are responsible for providing an atmosphere free from discrimination and harassment, sexual or otherwise. It is the responsibility of each supervisor to ensure the fair treatment of all City employees.

Supervisors who observe harassing behavior by City employees or by citizens toward City employees are to intervene to stop the harassing behavior. Supervisors who have been made aware that harassment has occurred or have had a complaint of harassment brought to their attention are to report it to the Department Director.

Employees who feel they may have been treated differently because of race, sex, religion, color, national origin, age, ancestry, sexual orientation, gender identity, or disability are required to report the incident promptly to their immediate supervisor. If an employee feels they have been treated differently because they reported or participated in an investigation of a report of discrimination or harassment they are also required to report the incident promptly to their immediate supervisor. In either case, if it would be inappropriate to discuss the matter with the supervisor, report it directly to the Department Director, Assistant City Manager, or Human Resources Manager. The supervisor, Assistant City Manager or Human Resources Manager will then report it to the Department Director for which the complaint was made. If the complaint is against the Department Director, the complaint will be reported to the City Manager. The Department Director (or City Manager if the complaint is against the Department Director) and Assistant City Manager overseeing Human Resources will jointly initiate an investigation, interpret the results of the investigation and take appropriate action. All complaints will remain confidential to the maximum extent possible.

It is also the right of any employee to discuss such matters with the staff of the Kansas Human Rights Commission and, if appropriate, file a formal complaint alleging unlawful discrimination.

The City will not tolerate any form of retaliation against any employee for filing a complaint under this policy, or for participating in its investigation, in accordance with local, state, and federal laws. Any employee who has knowingly filed a false complaint may be subject to disciplinary action.

I have read, understand, and received a copy of this policy as written.

Employee Name (PRINT) _____

Employee Signature _____ Date _____