

		<p>MUKWONAGO FIRE DEPARTMENT</p> <p>OPERATING PROCEDURES</p>	
Sexual Harassment		Approved by: Chief Jeffrey R. Stien	
POL #8	Draft Date: Unknown	Revision Date: 1/22/09, 4/29/09, 09/24/12	Effective Date: 09/24/12

Sexual harassment will not be condoned by the Village of Mukwonago.

The Village of Mukwonago has established necessary guidelines within which it expects its employees and those who act on behalf of the Village, to operate.

One of the expectations that fall within these guidelines is that all Village of Mukwonago employees and those acting on behalf of the Village, conduct themselves in a professional and businesslike manner, including refraining from any form of sexual harassment or other inappropriate behavior. This includes unwelcome sexual advances and any verbal, written or physical conduct of a sexual nature.

Those who feel they have been subjected to sexual harassment by Village employees, or those acting on behalf of the Village, should contact their department head or the Village Clerk or a Village Trustee. Any complaint of this type will be thoroughly investigated and appropriate action will be taken.

It is the Village of Mukwonago's position that employees, or those acting on behalf of the Village, engaging in sexual harassment, will be subject to corrective action up to and including discharge.

The Village Trustees, Administrators and Department Heads are responsible for insuring that employees understand the Village of Mukwonago's position, policy and procedure relating to sexual harassment in the performance of Village concerns.

A. What is Sexual Harassment?

Sexual harassment is a form of discrimination and is, therefore, illegal. The guidelines issued by the Equal Employment Opportunity Commission under Title VII of the Civil Rights Act of 1964 state that unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature constitute harassment when:

1. Submission to such conduct is made explicitly or implicitly as a condition of an individual's employment and/or advancement, or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such unreasonable conduct interferes with an individual's work performance or creates intimidating, hostile or offensive working environment.

B. Policy

The Village of Mukwonago strictly prohibits sexual harassment as it relates to Village activities. Employees who feel they have been subjected to this type of behavior are to report such activities to their Department Head, Village Clerk and/or to a Village Trustee.

Employees engaging in sexual harassment will be subject to disciplinary action up to and including discharge.

C. What are examples of sexual harassment?

1. Verbal Harassment
 - a. Using language of a sexual nature.
 - b. Referring to an adult with sexual connotations (hunk, honey, sweetie, babe, doll, etc.)
 - c. Whistling at someone, cat calls.
 - d. Making sexual comments about a person's body.
 - e. Making sexual comments, innuendos or kissing sounds, howling, etc.
 - f. Turning work discussions into sexual topics.
 - g. Telling sexual jokes or stories.
 - h. Asking or telling about sexual fantasies, preferences or history.
 - i. Making unwanted sexual compliments, innuendoes or suggestions.

- j. Making sexual comments about a person's clothing, anatomy or physical appearance.
 - k. Telling lies or spreading rumors about a person's sex life.
 - l. Making comments and innuendos regarding sexual preferences.
2. Nonverbal Harassment
- a. Elevator eyes.
 - b. Staring at a person.
 - c. Blocking a person's path.
 - d. Following a person.
 - e. Giving unwanted personal gifts.
 - f. Displaying sexually suggestive visual materials.
 - g. Making facial expressions, such as winking, throwing kisses or licking lips.
 - h. Making sexual gestures with hands or through body movements.
 - i. Making unwanted visits to an employee's home or to a hotel room, if traveling.
3. Physical Harassment
- a. Giving an unwanted massage around the neck, shoulders or back.
 - b. Unwanted touching of a person's clothing, hair or body.
 - c. Touching and/or rubbing oneself sexually around another person.
 - d. Standing close or brushing up against a person.
 - e. Deliberate touching, hugging, patting, pinching or caressing that is unwanted.

D. Whose responsibility is it to address and prevent sexual harassment?

1. Village of Mukwonago Responsibility:

The Village of Mukwonago, through its Trustees, Administrators and Department Heads, will take prompt and appropriate action to investigate and resolve any alleged or suspected incidents of sexual harassment. Appropriate action, up to and including termination, will be taken in all confirmed cases.

2. Department Head Responsibility:

It is the Department Head's responsibility to insure that employees understand the Village of Mukwonago's policies and procedures relating to sexual harassment in the work place.

If you receive a complaint of sexual harassment, you should assure the employee that the matter will be promptly investigated. Once information has been received, contact the Village Clerk or a Village Trustee to initiate an investigation.

If you see behavior that might be classified as harassment, but don't know if the behavior is unwelcomed, ask the employee receiving the behavior if it is harassing or offensive. If it is, you must report the incident to the Village Clerk and/or a Village Trustee.

Follow up to insure that the unwanted behavior has ceased and that retaliation does not occur.

It is your responsibility, as part of the Village of Mukwonago management, to educate yourself about the range of behaviors that can constitute sexual harassment and to be sensitive to the impact of such behaviors on your employees and act appropriately.

3. Your Responsibility as an Employee:

As an employee, if you believe that you are experiencing sexual harassment, you should do something about the situation as soon as possible. Clearly explain to the person causing the harassment that you are uncomfortable with the behavior and ask that it cease.

You should also report instances of possible harassment to your Department Head, or a Village Administrator or Village Trustee, if your Department Head is the problem.

You, as an employee, should also be sensitive to and eliminate sexual harassment among your peers and co-workers.

E. Village of Mukwonago Procedure for Reporting a Sexual Harassment Allegation

The guiding principal is that all employees have a right to work in a discrimination free environment, which includes freedom from sexual harassment. If you suspect sexual harassment has occurred, the procedure to follow is:

1. Report the alleged act immediately to any of the following individuals: Department Head, Administrator, Village Clerk, or any Village Trustee.

2. An immediate and confidential investigation will be made by the Village Trustees, or their designee.
3. Any employee found to have engaged in sexual harassment will be subject to appropriate discipline, up to and including discharge.
4. The alleged victim is informed of action taken.

F. Receiving a Sexual Harassment Complaint

Take all allegations seriously.

When an employee comes to you with a complaint, remember there are no stereotypical recipients, nor stereotypical alleged harassers. Ask the following questions and receive and make written documentation as to the answers:

1. Please describe the situation.
2. Where did this action occur?
3. Who was involved?
4. Has this happened before?
5. Were there any witnesses?
6. Did you talk to anyone else about what happened?
7. Was the alleged harasser told the behavior was unwelcomed?
8. What was their reaction?

G. Filing a Charge

Charges of sexual harassment may also be filed at any field office of the U.S. Equal Opportunity Commission. Field offices are located in 50 cities throughout the United States are listed in most telephone directories under U.S. Government. Information on all EEOC enforced laws may be obtained by calling toll free, 1-800-669-4000. EEOC's toll free TTY number is: 1-800-699-6820. The Milwaukee area office contact information is (800) 669-6820, TTY (800) 699-6820.

The EEOC also provides information regarding sexual harassment in the following formats: Print, Braille, large print, audio tape and electronic file computer disc. Information can be obtained from <http://www.eeoc.gov/publications.html> or by contacting the EEOC's Office of Communication and Legislative Affairs at (202) 663-4191 or TTY (202) 663-4494.

H. Summary

1. Sexual harassment is illegal.
2. Recognizable differences. The following may provide some guideline to you as to what sexual harassment is:
 - a. Ask yourself – If you would want another person to behave that way toward your spouse or child.
 - b. Ask yourself – Would I want any of those behaviors to be subject of a column in a newsletter or to appear on the evening news?
 - c. Ask yourself – Would I behave the same if the person I am in a relationship with were standing next to me?
 - d. Ask yourself – Would I want someone else to act this way toward a person that I am in a relationship with?
3. We all have the right to work in a place free of sexual harassment.

I. Closing Statement

It is an individual's right not to be subject to sexually harassing behaviors in the work place and as stated previously, the Village of Mukwonago will not condone such behavior. If you have any questions regarding sexual harassment issues, please contact the Village Clerk or a Village Trustee. This guide does not constitute an agreement or implied consent of employment conditions.