

# *Ponderosa Community Services District*

**Policy Title:** Anti-Harassment

**Policy Number:** HR-501

The Ponderosa Community Services District (PCSD) is committed to providing a work environment free of unlawful harassment. PCSD policy prohibits sexual harassment, harassment based on pregnancy, child birth or related medical conditions, race religious creed, color, gender, national origin or domestic partner status, age sexual orientation or any other basis protected by federal, state or local law, ordinance, or regulations. All such harassment is unlawful.

The PCSD's anti-harassment policy applies to all persons involved in the operations of the PCSD, including co-workers, supervisors and members of management, as well as persons doing business with the PCSD or for the PCSD. It also includes a perception that anyone who has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Sexual harassment is defined as any unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. Sexual harassment includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

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

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances or invitations;
2. Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;
3. Physical conduct such as assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected basis;
4. Threats, and/or demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and
5. Retaliation for reporting or threatening to report harassment, or for participation in an investigation of harassment by the PCSD or an outside administrative agency.

If you believe that you have been unlawfully harassed, submit a written complaint to your supervisor or the Board of Directors as soon as possible after the incident. Your complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. The PCSD Board or General Manger will immediately undertake an effective, through and objective investigation of the harassment allegations.

If the investigator determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstance involved. An employee determined by the PCSD Board to be responsible for the unlawful harassment will be subject to appropriate

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disciplinary action, up to and including termination. If the person who engages in unlawful harassment is not employed by the PCSD, then the Board will take whatever corrective action is reasonable and appropriate under the circumstances. A PCSD representative will advise all parties concerned of the results of the investigation. The PCSD Board will not retaliate against you for filing a complaint or for participation in an investigation, and will not tolerate or permit retaliation by others.

The PCSD Board encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You should also be aware that the Federal Equal Employment Opportunity Commission (EEOC) and that California Department of Fair Employment and Housing (DFEH) investigate and prosecute complaints of prohibited harassment in employment. The EEOC and DFEH are neutral fact-finders that try to help the parties voluntarily resolve disputes. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency.