

<b>COUNTY OF PRINCE GEORGE PERSONNEL POLICIES</b>  Prince George, Virginia	<b>POLICY NUMBER:</b> 34.1 through 34.2	Page 1 of 1
	<b>SUPERSEDES:</b> January 1, 2006	<b>DATE ISSUED:</b> March 23, 2011
<b>SUBJECT:</b>  Harassment	<b>AUTHORIZATION:</b> Adopted by the Board of Supervisors March 22, 2011; to become effective March 22, 2011	

### 34.1 Harassment

Prince George County does not and will not tolerate harassment of County employees. The term harassment includes, but is not limited to, slurs, jokes, and other verbal, visual, or physical conduct relating to an individual's race, color, ethnicity, sex/gender, religion, national origin, citizenship, age, or disability which reasonably impairs his/her ability to perform the job.

Harassment also includes unwelcome sexual advances, request for sexual favors, unwelcome or offensive touching, slander and/or spreading rumors as to another's sexual preferences or behavior, and other verbal, graphic, or physical conduct of a sexual nature. It also includes other verbal or physical conduct of a sexual nature when such conduct:

1. is made explicitly or implicitly a term or condition of employment, or
2. is used as a basis for employment decisions, or
3. has the purpose or effect of unreasonably interfering with work performance or creating an otherwise hostile working environment.

The procedure for reporting harassment is included in the County's Administrative Policy Manual.

### 34.2 Employee Responsibility

Employees who feel that they have been harassed in any way by another employee or by a citizen or vendor should notify the County Administrator and the Director of Human Resources immediately. The matter will be thoroughly investigated, and where appropriate, disciplinary action will be taken. A report documenting the case and subsequent findings will be forwarded to the County Administrator. Employees will not be penalized in any way for reporting possible harassment concerning themselves or another person.

Employees should not assume that the County is aware of a problem. It is the responsibility of the employee to bring any complaints and concerns to the attention of the County.