

COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES Prince George, Virginia	POLICY NUMBER: 160.1 through 160.6	Page 1 of 2
	SUPERSEDES: September 1, 2005	DATE ISSUED: May 5, 2016
SUBJECT: Reporting Harassment	AUTHORIZATION: Percy C. Ashcraft, County Administrator	

160.1 General Provisions

Harassment, as defined in the County Personnel Policy Manual, is prohibited by the County because it erodes morale and impairs employees' work ability. All employees shall be responsible for abiding by this policy and promoting a workplace that is free of harassment.

To ensure employees are informed of the County's Harassment Policy and trained on their rights and responsibilities under the policy, the Department of Human Resources will offer harassment training to all new employees within 30 days of employment. Additionally, all Department Directors and supervisory staff should periodically attend refresher training courses on harassment offered by the Department of Human Resources.

160.2 Complaint Procedure

Any person covered by the policy who is being subjected to harassment should tell the offender to stop the behavior unless they are uncomfortable doing so. If they are unable to tell the offender to stop or if the conduct reoccurs after the offender has been told to stop, the person shall make a complaint to their supervisor, Department Director, the Department of Human Resources, or the County Attorney.

160.3 Human Resources Notification

The Department Director, or other person to whom a harassment complaint is made, shall immediately notify the Department of Human Resources to investigate the harassment complaint, regardless of whether they believe the complaint is valid.

160.4 Human Resources Investigation

The Department of Human Resources shall coordinate a confidential, in-depth investigation to gather all relevant information and shall refrain from disclosing the complainant's name, if at all possible.

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160.5 Finding

After the investigation, the Director of Human Resources and County Attorney shall determine whether or not harassment has occurred based on the evidence gathered during the investigation. The County Administrator shall determine appropriate disciplinary action, if necessary, and shall inform the employee's immediate supervisor and/or Department Director of the findings. The complaint shall be resolved within 60 days if practicable. The Department of Human Resources shall maintain all documents regarding harassment in a confidential manner.

160.6 Distribution of Reporting Harassment to County Employees; Employee Acknowledgement

A copy of the Reporting Harassment Policy shall be distributed to each County employee with an Employee Acknowledgement. Each County employee shall acknowledge receipt of the Policy by signing and dating the Employee Acknowledgement form in the presence of a witness who shall also sign and date the Acknowledgement. The executed Employee Acknowledgement shall be returned to the Department of Human Resources for filing in the respective employee's personnel file.