

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA092

NAME: PROHIBITING HARASSMENT & DISCRIMINATION

INITIAL APPROVAL DATE:	01/08/2020	BY: Sanilac CMH Board
(LAST) REVISION DATE:	12/12/2023	BY: Human Resources Manager
(LAST) REVIEW DATE:	12/12/2024	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACE BY: N/A

I. PURPOSE

To provide a work environment that is free of discrimination and harassment by any individual against any other individual because that individual is a member of a protected class, including a person's race, color, religion, sex, sexual orientation, gender identity, national origin, disability or status as a protected veteran. Additionally, this policy guards against discrimination that may occur if an employer disciplines, terminates, or takes unfavorable actions against an employee or job applicant for discussing, disclosing or asking about pay.

II. POLICY

For the purposes of this policy, "individual" includes all Sanilac CMH employees, whether supervisor or non-supervisor, officers, and appointees. No individual may threaten or insinuate, either explicitly or implicitly, that an individual's refusal or willingness to submit to sexual advances will affect the individual's terms or conditions of employment.

Employees have the right to work in an environment free of discrimination. They cannot be denied employment, harassed, demoted, terminated, paid less, or treated less favorably because of their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran. Employees also have the right to discuss, disclose or inquire about their pay, the pay of their co-workers, and the pay offered to job applicants.

Other harassing, discriminatory, or offensive conduct in the workplace is also prohibited. Such conduct includes:

1. Sexual flirtations, touching, advances, or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic or suggestive comments about an individual's dress or body.
4. Sexually degrading words to describe an individual.
5. The display in the work place of sexually suggestive objects or pictures, including nude photographs.
6. Offensive language or graphics.
7. Treating an individual differently or disciplining an individual more harshly because of an individual's membership in a protected class.
8. Segregating individuals based on protected class membership.
9. Stating that an individual's deficiencies in performance are attributable because of an individual's membership in a protected class.
10. Making any adverse employment decision because of an individual's membership in a protected class.

Any employee who believes that an individual's actions or words constitute harassment or discrimination has a responsibility to report or complain about the situation as soon as possible.

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Such report or complaint should be made to the Human Resources Manager or the Chief Executive Officer.

All complaints of harassment and discrimination are to be investigated promptly and in as impartial and confidential a manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint is to be reached and communicated to the parties involved. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited.

Any individual who is found to have engaged in harassment or discrimination of another individual will be subject to appropriate disciplinary action, depending on the circumstances, up to and including termination.

III. ATTACHMENTS

IV. REFERENCES