

## **Anti-Harassment and Discrimination Policy**

The City of Stamford is committed to providing a work environment free of unlawful harassment. Therefore, the City prohibits and will not tolerate any type of harassment, including sexual harassment anywhere in or related to the workplace. The City's prohibition against sexual harassment applies equally to all offenses whether they are between same sex individuals or not.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, offensive remarks about a person's sex, or any conduct of a sexual nature when:

- The submission to such conduct is made either explicitly or implicitly a term or a condition of employment;
- The submission to or rejection of such conduct by anyone is used as a basis for an employment decision;
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance; or
- Such conduct creates an intimidating, hostile or offensive working environment.

If you believe that you have been subjected to sexual harassment, you should immediately report your concerns to your immediate supervisor or, if you feel uncomfortable reporting it to your supervisor, report it to the Director of Human Resources. In the event that you feel uncomfortable reporting your concerns to either of these people, you should report your concerns to any other person within the City's management who has supervisory authority. You need not report your concerns to any person who you believe may have participated in or condoned the harassment.

Any incident of sexual harassment should be immediately documented, including the date, time, and place of each alleged incident of harassment. The City of Stamford will conduct an investigation as promptly as appropriate for the circumstances. The City will protect the confidential nature of the inquiry to the extent possible, and will also take the necessary measures to ensure that you are not retaliated against in any way for having reported your concerns. The City has the right to track and monitor the conduct of supervisors in order to enable the City to exercise reasonable care to prevent sexual harassment by supervisors. Any individual found to have sexually harassed any employee, resident, visitor, or vendor of the City will be subject to disciplinary action, up to and including termination.

Sexual Harassment Prevention Training: Connecticut Public Acts 19-16 and 19-93, together constitute the Time's Up Act. Among other changes to the Commission on Human Rights & Opportunities (CHRO) process, this legislation establishes rules and requirements regarding sexual harassment training and education. All new employees will be required to complete this training within six (6) months of being hired. Periodically, the City will ask employees to participate in supplemental training on Sexual Harassment Prevention not less than every ten (10) years.

Other Harassment/Discrimination: The City of Stamford expressly prohibits any form of harassment or discrimination in the workplace based on race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of

intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information, criminal record, and hair texture or protective hairstyle or other traits protected by law.

The City of Stamford expressly prohibits any form of harassment that interferes with the ability of employees to perform their job duties. Such harassment can include, but is not limited to, the following behavior:

- Verbal conduct such as name calling, inappropriate jokes, slurs, unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory, objectionable and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or otherwise interfering with work.

Any employee who believes that there has been the subject of harassment should complete and submit a City of Stamford Complaint Form which can be found at the following link:

<https://www.stamfordct.gov/home/showpublisheddocument/16495/637878625979270000>

An employee who harasses any other City employee or who harasses any resident, visitor, or vendor of the City of Stamford will be subject to disciplinary action up to and including termination of employment.

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