

Human Relations

ARTICLE I. IN GENERAL

Secs. 7-1--7-30. Reserved.

ARTICLE II. HARASSMENT

Sec. 7-31. Definitions.

The applicable definitions in Wis. Stats. § 111.32 shall apply in this article.

Cross references: Definitions generally, § 1-2.

Sec. 7-32. Policy Statement.

- (a) The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination which is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization.
- (b) All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's race, color, creed, ancestry, national origin, age (40 and over), disability, sex, arrest conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy. Harassment based upon any of these bases is also illegal under Wis. Stats. §§111.31--111.395.
- (c) The policy in this section will be issued to all current employees during orientation.

(Res. of 11-24-1998)

Sec. 7-33_ Recognizing Harassment.

- (a) Harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; women can harass other women. Offenders may be managers, supervisors, coworkers and nonemployees such as clients or vendors. Some examples of harassment are as follows:
 - (1) *Verbal.* Jokes; insults and innuendoes, based on race, sex, age, disability, etc.; degrading sexual remarks, referring to someone as a stud, hunk or babe; whistling; cat calls; comments on a person's body or sex life; or pressures for sexual favors.
 - (2) *Nonverbal.* Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body or display of sexually suggestive or degrading pictures, racist or other derogatory cartoons, drawings or electronic communications.

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- (b) Harassment on any basis, race, sex, age, disability, etc., exists whenever:
- (1) Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
 - (2) Submission to or rejection of such conduct is used as the basis for an employment decision effecting any individual.
 - (3) The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

(Res. of 11-24-1998)

Sec. 7-34. Notification of Harassment.

- (a) Any employee who believes he or she is being harassed, or any employee who becomes aware of harassment, should promptly notify his or her supervisor or a member of the board. If the employee believes that the supervisor is the harasser, a member of the board should be notified. If an employee is uncomfortable discussing harassment with his or her supervisor, the employee should contact a member of the board. Information on the right to file a State or federal harassment complaint is also available from The Equal Rights Division, 201 East Washington Avenue, Room 407, P.O. Box 8928, Madison, Wisconsin, 53708.
- (b) Upon notification of a harassment complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and where necessary with employees who may be witnesses or have knowledge of matters relating to the complaint. The parties to the complaint will be notified of the findings and their options.

(Res. of 11-24-1998)

Sec. 7-35. Nonretaliation.

The policy, stated in Section 7-32, also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint. Such employees may not be adversely affected in any manner related to their employment. Such retaliation is also illegal under Wis. Stats. §111.322(2m).

(Res. of 11-24-1998)

Sec. 7-36. Disciplinary Action.

The Village views harassment and retaliation to be among the most serious breaches of workplace behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected.

(Res. of 11-24-1998)