



# East Norriton Township Police Department

## GENERAL ORDER 1.8.3

### HARASSMENT IN THE WORKFORCE/SEXUAL HARASSMENT

**Subject:**

Disciplinary Procedures

**Issued Date:**

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March 23, 2011

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April 27, 2016

**PLEAC STANDARD Reference**

1.8.2

**Index Words**

Sexual and Improper Harassment

### 1.8.3 Harassment in the Workplace/Sexual Harassment

The East Norriton Township Police Department prohibits sexual harassment in the workplace by employees of the Township toward other employees, or employees towards any other person.

#### A. PROHIBITED ACTIVITY

1. No employee shall either explicitly or implicitly ridicule, mock, deride or belittle any person.
2. Employees shall not make offensive or derogatory comments based on race, color, sex, physical disability, religion or national origin either directly or indirectly to another person. Such harassment is a prohibited form of discrimination under state and federal employment law and is also considered misconduct subject to disciplinary action by this agency.
3. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly or implicitly as a condition of employment; or
  - b. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
  - c. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

#### B. SUPERVISOR'S RESPONSIBILITIES

Each Supervisor has the responsibility to assist any employee of this agency who comes to that Supervisor with a complaint of harassment, in documenting and filing a complaint with the internal investigations authority.

Each Supervisor shall be responsible for preventing acts of harassment. This responsibility includes:

1. Monitoring the unit work environment on a daily basis for signs that harassment may be occurring,
2. Counseling all employees on the types of behavior prohibited, and the Department procedures for reporting and resolving complaints of harassment,
3. Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision, and
4. Taking immediate action to limit the work contact between the employees where there has been a complaint of harassment, pending investigation.

#### C. EMPLOYEE'S RESPONSIBILITIES

Each employee of the Department is responsible for assisting in the prevention of harassment through the following acts:

1. Refraining from participation in, or encouragement of, actions that could be perceived as harassment,
2. Reporting acts of harassment to a supervisor, and
3. Encouraging any employee who confides that they are being harassed to report these acts to a Supervisor.

Failure to take action to stop known harassment shall be grounds for discipline.

#### D. COMPLAINT PROCEDURES

1. Employees encountering harassment shall tell that person that their actions are unwelcome and offensive. The employee shall document all incidents of harassment in order to provide the fullest basis for investigation.
2. Any employee who believes that he/she is being harassed shall report the incident(s) to their Supervisor as soon as possible so that steps may be taken to protect the employee from further harassment, and appropriate investigative and disciplinary measures may be initiated. Where this is not practical, the employee may instead file a complaint with another Supervisor, with the Township, or with the Chief of Police.
3. The Supervisor or other person to whom a complaint is given shall meet with the employee and document the incidents complained of, the person(s) performing or participating in the harassment, and the dates on which it occurred.

#### E. LIEUTENANT'S RESPONSIBILITY

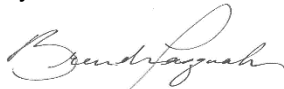
The Lieutenant will be responsible for the investigation of any complaint alleging harassment.

1. The Lieutenant shall immediately notify the Chief of Police and the prosecutor's office if the complaint contains evidence of criminal activity, such as assault, rape or attempted rape,
2. The Lieutenant shall include a determination of whether the person is harassing other employees, and whether other agency members participated in, or encouraged the

harassment,

3. The Lieutenant shall inform the parties involved of the outcome of the investigation,
  4. A harassment complaint file shall be maintained in a secure location. The Chief of Police shall be provided with an annual summary of these complaints.
- F. There shall be no retaliation against any employee for filing a harassment complaint, or assisting, testifying, or participating in the investigation of such a complaint.
- G. Complaints or employees accused of harassment may file a grievance/appeal in accordance with Department procedures when they disagree with the investigation or disposition of a harassment claim.
- H. This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.
- I. Employees found to have engaged in sexual harassment or discrimination may be counseled, warned, suspended without pay, or dismissed from employment, depending upon the specific facts and circumstances surrounding the incident.

By order of:



Brandon Pasquale  
Chief of Police