

ANDERSON-COTTONWOOD IRRIGATION DISTRICT
POLICY AGAINST HARASSMENT AND DISCRIMINATION

POLICY

The District is committed to providing a workplace free of sexual harassment based on gender, pregnancy, childbirth, or related medical conditions, and free of harassment based on such factors as race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care leave status, or veteran status. The District strongly disapproves of and will not tolerate harassment of employees by managers, supervisors, or co-workers.

The District is an equal opportunity employer and all personnel will receive equal treatment and equal opportunity in all matters pertaining to recruitment, employment, promotion, assignment, family care and medical leave, and discipline regardless of race, color, national origin, ancestry, sex, physical and/or mental disability, age, religion, marital status, medical condition, or pregnancy as those terms are interpreted or defined by applicable California or Federal Law.

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Harassing conduct can take many forms and includes, but is not limited to, slurs, jokes, statements, gestures, pictures, or cartoons regarding a person's sex, race, color, national origin, religion, age, physical disability, mental disability, medical condition, ancestry, marital status, sexual orientation, family care leave status, or veteran status.

Sexually harassing conduct in particular includes all of these prohibited actions as well as other unwelcome conduct including requests for sexual favors, conversation containing sexual comments, and sexual advances.

Any incident of harassment by any District personnel should be reported promptly to the employee's supervisor or to the General Manager. Supervisors who receive complaints or who observe harassing conduct should inform the General Manager immediately. The District emphasizes that an employee is not required to complain first to his or her supervisor if that supervisor is the individual who is harassing the employee.

Every reported complaint of harassment will be investigated thoroughly, promptly, and in a confidential manner. In addition, the District will not tolerate retaliation against any employee for cooperating in an investigation or for making a complaint.

If harassment by a District employee is confirmed, the District will take appropriate disciplinary action against the offender. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including immediate termination.

Sexual harassment, retaliation for opposing sexual harassment, or retaliation for participating in investigations of sexual harassment are illegal. In addition to notifying the District about alleged harassment or retaliation, affected employees may also direct their complaints to the California Department of Fair Employment and Housing (“DFEH”) which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid and settlement efforts fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission (“FHEC”) or file a lawsuit in court. Both the FEHC and the court have the authority to award monetary and non-monetary relief in meritorious cases. Employees may contact the nearest DFEH office or the FEHC at the locations listed in the District’s DFEH poster or by checking the state government listings in the local telephone directory.

The California Labor Commissioner, rather than the DFEH, processes administrative claims of discrimination based on sexual orientation. The deadline for filing complaints with the Labor Commissioner is 30 days from the date of the alleged unlawful conduct.