

POL.P.01.02 - Non-Discrimination and Anti-Harassment Policy

The Park District is committed to a work environment in which all individuals are treated with respect and dignity. It is the responsibility of each and every employee, Board member, agent, volunteer, and vendor of the Park District, as well as anyone using the Park District's facilities, to refrain from sexual or other harassment. Sexual or other harassment is illegal, unacceptable, and violates the policies of the Park District. Title VII of the Civil Rights Act and/or the Illinois Human Rights Act prohibit discrimination and harassment on the basis of race, color, religion, sex, pregnancy, sexual orientation, age, disability, national origin and any other legally protected characteristic. Actions, words, jokes, or comments based on any legally protected characteristic will not be tolerated.

Sexual Harassment

Sexual harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:

- a. Submission to the conduct is made either implicitly or explicitly as a term or condition of the individual's employment;
- b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- c. The harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail and text messages); and other physical, verbal or visual conduct of a sexual nature.

Harassment on the Basis of Any Other Protected Characteristic

Conduct that denigrates or shows hostility or aversion toward an individual because of any legally protected characteristic of a non-sexual nature and that has the purpose or effect of (a) creating an intimidating, hostile, or offensive work environment, (b) unreasonably interfering with an individual's work performance, or (c) otherwise adversely affecting an individual's employment opportunities is prohibited.

Harassing conduct includes, but is not limited to, epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; or display or circulation, whether by hand, through e-mail, or otherwise, in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, and business-related social events.

Any employee engaging in practices or conduct constituting discrimination or harassment will be subject to disciplinary action up to and including termination.

Retaliation

The Park District prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment.

Reporting Procedure

The Park District strongly urges the reporting of all incidents of discrimination, harassment, or retaliation. If an employee experiences or witnesses harassment or discrimination of any kind, the employee should:

1. Directly Communicate with Offender. If there is harassing or discriminatory behavior in the workplace, the employee should (but is not required to) directly and clearly express his or her objection to the offending person(s) regardless of whether the behavior is directed at the employee.
2. Report Conduct to Supervisor, Department Head, or Human Resources. After direct communication is undertaken, or if the employee feels threatened or intimidated by the offending person, the employee should promptly report the offending behavior to his or her immediate supervisor, Department Head, or Human Resources.
3. Report Conduct to Executive Director. Employees may also report incidents of harassment or discrimination directly to the Executive Director. The Executive Director or his/her designee will promptly investigate the facts and take corrective action where appropriate. If an employee complaint alleges harassment by the Executive Director, then the employee should immediately report the matter in writing directly to the President of the Board of Park Commissioners.

While the Park District suggests that employees follow the above reporting procedures, employees can raise concerns relating to discrimination, harassment, or retaliation to any representative of the Park District (e.g., your Supervisor, Department Head, Human Resources, or the Executive Director) at any time.

Harassment Allegations Against Non-Employees

If an employee makes a complaint alleging harassment or discrimination against any person other than a Park District employee, then the Executive Director or his/her designee will investigate the incident(s) and determine the appropriate action.

Responsibility of Supervisors

Any supervisor who becomes aware of any possible harassment or discrimination of or by any employee must immediately advise the Director of Human Resources, who will investigate the conduct and take appropriate action.

Under the Park District's policy, no Department Head, manager, or supervisor has any power to take any tangible action against or with respect to an employee, such as termination of employment, promotion, demotion, or undesirable reassignment, which is motivated by a desire to harass or to retaliate for reporting harassment or as a result of an employee's resistance to harassment or retaliation.

Investigations

Each reported allegation of harassment, discrimination, or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a

responsible and confidential manner, but the Park District cannot guarantee absolute confidentiality.

Responsive Action

The Park District will determine whether harassment, discrimination, or retaliation has occurred based on a review of the facts and circumstances of each situation. Where appropriate, corrective measures will be taken.

Education and Training

As part of general orientation, each recently hired employee will be informed of the standards of acceptable behavior. All employees will participate periodically in seminars that describe workplace harassment and teach strategies for resisting and preventing sexual harassment, other types of harassment and discrimination.