



Administrative Regulations

Office of the Mayor

Title: ANTI-HARASSMENT

A.R. Number: 4.6 Effective Date: 10/1/2011 Page: 1 of 3

Supersedes: Anti-Harassment A.R.: 4.7 DATED: 2/1/2007

I. POLICY

The City of Richmond seeks to maintain a workplace in which all employees are treated with respect and dignity and is committed to providing a work environment free from harassment whether that harassment is based on race, age, sex, national origin, religion, sexual orientation, marital status, disability or membership in other protected groups.

The City of Richmond will not tolerate any form of retaliation directed against an employee who either complains about harassment or who participates in any investigation concerning harassment.

II. PROCEDURES

A. Unacceptable Behaviors or Conduct

Unlawful harassment is a serious offense. Any employee who engages in such conduct or encourages such behavior by others shall be subject to disciplinary action, including possible dismissal from the City service. Harassment may take many forms, including but not limited to:

1. **Verbal harassment:** For example, epithets, derogatory comments or slurs on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, age, marital status, sex, sexual orientation, political opinions or affiliations, or lawful employee organization activities. Verbal harassment may also include sexual remarks or well-intentioned compliments about a person's clothing, body, or sexual activities;
2. **Physical Harassment:** For example, assault, unwelcome touching, impeding or blocking movement, and/or any physical interference with normal work or movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, age, marital status, sex, sexual orientation, political opinions or affiliations, or lawful employee organization activities. This includes, but is not limited to, posters, magazines, videos, Internet sites or other electronic media of a sexual nature;
3. **Visual Harassment:** For example, derogatory posters, notices, bulletins, cartoons, drawings, or other advertisements on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, age, marital status, sex, sexual orientation, political opinions or affiliations, or lawful employee organization activities. This includes, but is not limited to, posters, magazines, videos, Internet sites, or other electronic media of a sexual nature;
4. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which are implicitly or explicitly a term or condition of an employee's employment, are used as the basis of employment decisions, or affect or interfere with the employee's work performance.
5. **Hostile Environment:** Conduct including the above-referenced behaviors that have the purpose or effect of creating an intimidating, hostile, or offensive work environment of creating an intimidating, hostile, or offensive work environment.



**Administrative Regulations
Office of the Mayor**

Title: ANTI-HARASSMENT

**A.R. Number: 4.6 Effective Date: 10/1/2011 Page: 2 of 3
Supersedes: Anti-Harassment A.R.: 4.7 DATED: 2/1/2007**

B. Reporting Procedures

1. In addition to the avenues of redress available through the U.S. Equal Employment Opportunity Commission, effective relief may also be available within City government through the Department of Human Resources; or a classified City employee may participate in the City's grievance process.
2. When appropriate, informal means to resolve discrimination complaints will be taken.
3. When a discrimination complaint cannot be resolved informally, please refer to Administrative Regulation 4.23 – Investigation (Complaint) Policy for detailed procedures on filing a complaint and the respective investigation process.

IV. RESPONSIBILITIES

The City and its agents have a duty to promptly investigate allegations of unlawful harassment and, when appropriate, take corrective actions.

A. Supervisors/Managers

1. Managers or supervisors who allow unlawful harassment to continue or who fail to take appropriate corrective action shall be considered a party to the act or behavior, although they may not behave in such a manner. Such managers and supervisors shall be subject to corrective action. Depending upon the circumstances, such corrective measures may result in demotion from a supervisory position or dismissal from City service.
2. In an effort to avoid and eliminate harassment, the management of each agency shall take affirmative steps to sensitize all of its employees to the nature of any form of unlawful harassment and express strong disapproval of such conduct. These efforts are subject to the approval of the Department of Human Resources. These steps shall include, but are not limited to:
 - a. The communication and distribution of this official City policy to all City employees.
 - b. Monitoring the workplace for potential incidents of harassment.

B. Department of Human Resources

1. The Department of Human Resources shall be responsible for updating and providing oversight to Agencies in the implementation of this policy.
2. The development and implementation of on-going training and education programs to insure that all managers, supervisors, and employees clearly understand that unlawful harassment in the workplace will not be tolerated.
3. The Department of Human Resources will be available to provide resources to aid in resolution including but not limited to: mediation and conflict resolution.



Administrative Regulations

Office of the Mayor

Title: ANTI-HARASSMENT

A.R. Number: 4.6 Effective Date: 10/1/2011 Page: 3 of 3

Supersedes: Anti-Harassment A.R.: 4.7 DATED: 2/1/2007

V. AUTHORITY

Title VII, Civil Rights Act, as amended
Age Discrimination Employment Act, as amended
Americans with Disabilities Act, as amended
Equal Pay Act
Immigration Reform and Control Act
Civil Rights Act of 1866
Genetic Information Nondiscrimination Act

VI. REGULATION UPDATE

The Office of the Chief Administrative Officer and the Department of Human Resources shall be responsible for modifications to this policy.

RECOMMEND APPROVAL:


CHIEF ADMINISTRATIVE OFFICER

APPROVED:


MAYOR