

City of Corning Unlawful Harassment Prevention Policy

We do not tolerate harassment of any of our employees, members of the public, vendors, or suppliers. Any form of harassment which violates federal, state or local law, including, but not limited to harassment related to an individual's race, religion, color, sex, gender, sexual orientation, national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition (cancer-related or HIV/AIDS related), physical or emotional disability is a violation of this policy and will be treated as a disciplinary matter. For these purposes the term "harassment," includes slurs and any other offensive remarks, jokes, other verbal, graphic, or physical conduct.

In addition to the above listed conduct, "sexual harassment" can also include the following examples of unacceptable behavior:

- unwanted sexual advances
- offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity
- visual conduct, such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters
- verbal sexual advances, propositions or requests
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- physical conduct, such as touching, assault, impeding or blocking movements

If you have any questions about what constitutes harassing behavior, ask your supervisor or another management official.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate discharge. You can be **personally liable** in a civil action for unlawful harassment of a coworker, supervisor or any third party you come into contact with while performing your job duties.

If you feel that you are being harassed by another employee, you should immediately notify your supervisor. **If you do not feel that the matter can be discussed with your supervisor, you should contact another supervisor or the Human Resources Department to discuss your complaint.** You may be assured that you will not be penalized in any way for reporting a harassment problem.

All complaints of harassment which are reported to management will be investigated as promptly as possible and corrective action will be taken where warranted. The City prohibits employees from hindering our own internal investigations and our internal complaint procedure. All complaints of harassment which are reported to management will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.

Harassment of employees in connection with their work by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to his or her supervisor, another supervisor or to Human Resources. Appropriate action will be taken against violation of this policy by any non-employee.

Harassment of members of the public or employees of vendors, or suppliers by our employees is also strictly prohibited. Such harassment includes sexual advances, verbal or physical conduct of a sexual nature, sexual comments and gender-based insults. Any such harassment will subject an employee to disciplinary action, up to and including immediate discharge.

Your notification of the problem is essential to us. We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so that we can take whatever steps are necessary to correct the problem.

If management finds that an employee has violated our City policy, appropriate disciplinary action will be taken, up to and including termination.

Personal Appearance & Behavior Policy

In addition to our Unlawful Harassment Prevention Policy, the City maintains a Personal Appearance and Behavior policy. This policy is directed toward conduct which may not otherwise fall within the legal definition of harassment, but nonetheless is unacceptable to the City.

We do not have a formal dress policy and prefer to rely on every employee's good judgment to dress appropriately for a business such as ours and the job he or she is performing. We do expect all employees to present a neat, well-groomed appearance and a courteous disposition. We feel that these qualities go further than any other factor in making a favorable impression on the public and your fellow workers.

Please avoid extremes in dress and behavior. Flashy, skimpy or revealing outfits and other non-business-like clothing are unacceptable. Likewise, unprofessional behavior in the workplace, such as sexually related conversations, inappropriate touching (i.e., kissing, hugging, massaging, sitting on laps) of another employee,

and any other behavior of a sexual nature is prohibited. Employees who fail to observe these standards will be subject to disciplinary action, up to and including termination.

Employees should dress in a business-like manner. Casual sportswear, such as jeans, "muscle shirts", tight fitting knits, shorts, and mini-length skirts or dresses, are not considered appropriate and should not be worn to work.

Employees who are provided with uniforms should keep them in a neat and clean condition. Employees provided with uniforms must wear them at all times when on duty. Employees are required to return their uniforms in a timely manner upon termination of their employment. If an employee fails to timely return his or her uniform upon termination, the City will deduct the cost of the uniform from the employee's final paycheck. Similarly, if the employee returns his or her uniform damaged beyond normal wear and tear, then the City will deduct the repair cost from the employee's final paycheck.

Employees are expected to observe the City's personal appearance and behavior policy at all times. Employees who report to work in unacceptable attire may be requested to leave work and return in acceptable attire. Such time off from work will generally be without pay.