Title: Prohibition of Discrimination, Harassment and Retaliation Policy

I. Purpose and Scope

A. To express the Town of Orange Park’s commitment to preventing and maintaining a working environment for employees (including applicants and volunteers) that is free from any form of workplace discrimination, harassment-including sexual harassment, and retaliation.

II. Applicability

A. This policy applies to all employees of the Town of Orange Park.

III. Directives

A. Employees (including managers) of the Town of Orange Park are prohibited from engaging in any form of discrimination against others on the basis of race, color, gender, religion, national origin, age, familial status, military status, disability, or other protected status.

B. Any form of harassment related to the race, color, gender, religion, national origin, age, familial status, military status, disability, or other protected status of an employee shall not be tolerated. In addition, sexual harassment shall not be tolerated.

C. The term Harassment includes, but is not limited to slurs, jokes, epithets, negative stereotyping, threats, intimidation, hostile acts; denigrating or hostile written or graphic material posted or circulated in the workplace or any other graphic or physical conduct relating to an individual’s race, color, gender, religion, national origin, age, familial status, military status, disability, or other protected status.

D. Conduct considered to be sexual harassment includes but is not limited to verbal statements such as jokes, innuendo, intimidation and/or physical conduct of a sexual nature; unwelcome sexual advances, propositions and/or innuendos that create hostile working conditions; display in the workplace of sexually suggestive or explicit objects, pictures or drawings and/or denigrating written or graphic material posted or circulated in the workplace; and any other unwelcome graphic or physical conduct relating to a person’s gender.

E. Verbal statements or physical conduct of a sexual nature or which are based on an individual’s protected status, may constitute harassment in violation of this policy if:

1. Such behavior creates a hostile or offensive environment.

2. Submission to such conduct is either explicitly or implicitly made a term or condition of employment or a basis of any employment decision affecting the individual.
F. Retaliation against employees who make good faith reports of alleged violations of this policy, or who participate in an investigation of such violations, is prohibited. No management personnel, supervisor or other employee shall place an employee at a disadvantage or retaliate against an employee for having reported a complaint or participated in the investigation of a complaint under this policy.

G. Violations of this policy by an employee shall subject that employee to corrective action, up to and including termination of employment.

H. The Town Manager shall develop procedures related to this policy.

IV. Acknowledgement

A. Employees shall be advised of the contents of this policy and be required to acknowledge receipt. This acknowledgement shall be placed in the personnel record.

V. Reservation of Authority

A. The authority to issue or revise this policy is reserved to the Town Council of Orange Park.

B. All levels of management have the responsibility to see that the policy is enforced within their organization.

Mayor of the Town of Orange Park
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Acknowledgement:

1. Employees shall be advised of the contents of this policy and are required to acknowledge receipt by signing below.

2. This acknowledgement shall be placed in the personnel record.

Acknowledgement Signature:

Employee Signature: ____________________________ Date: __________

Employee Printed Name: ____________________________