

**Policy Title**

Unlawful Harassment

**Control Number**

HR007

**Policy Date**

UNK

**Revision Date**

11/02/20

**Purpose**

To establish that the County prohibits any form of unlawful workplace harassment or retaliation based on opposition to unlawful workplace harassment

**Scope**

All Scotland County Employees, excluding the Sheriff's Office

The Register of Deeds has adopted this policy.

**Policy Statement**

All employees have the right to work in an environment free from harassing conduct. No County employee may engage in conduct that falls under the definition of unlawful workplace harassment, including sexual harassment and retaliation.

**Definitions****Unlawful Workplace Harassment**

- unsolicited and unwelcomed speech or conduct based upon race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors, where:
  - o the offensive conduct becomes a condition of employment, or
  - o the conduct is severe or pervasive enough to create an environment that a reasonable person would consider intimidating or abusive.

**Sexual Harassment**

- harassment on the basis of sex, gender identity or sexual orientation
- unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that constitutes sexual harassment when:
  - o submission to the conduct is either explicitly or implicitly a term or condition of employment, or
  - o submission or rejection to the conduct is used as the basis for employment decisions, or
  - o the conduct has the effect of interfering with an individual's work performance, or creates an intimidating or offensive work environment.

**Retaliation**

- adverse action taken against an individual for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding or lawsuit related to discriminatory employment practices based on



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- race, color, religion, , sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, , age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors, or
- because of opposition to employment practices in violation of the unlawful workplace harassment policy.

### Reporting Guidelines

A Complainant may report unlawful harassment verbally or in writing to their supervisor, Departmental Human Resources contact (DSS, Health), Department Head or directly to the Scotland County Human Resources Manager, or any other appropriate authority.

A grievant also has the legal right to file a complaint under Title VII with the Equal Employment Opportunity Commission (EEOC).

### Reference

Replaces: Personnel Policy, dated June 5, 2006, amended 06/13/17  
Article V, Conditions of Employment, Section 4, Unlawful Workplace Harassment