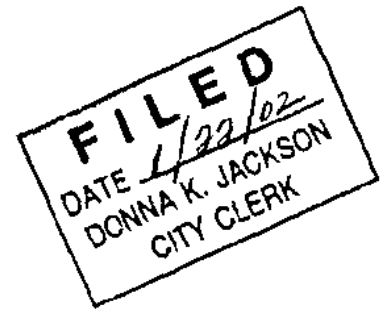




CITY OF JONESBORO



NO HARASSMENT POLICY

The City of Jonesboro is committed to maintaining a work environment that is free from discrimination where employees at all levels are able to devote their full attention and best efforts to the job. Harassment, either intentional or unintentional, has no place in the work environment. Accordingly, the City does not authorize and will not tolerate any form of harassment of or by an employee based on race, sex, religion, color, national origin, age, disability, or any other factor protected by law. The term "harassment" for all purposes includes, but is not limited to, offensive language, jokes, or other verbal, graphic or physical conduct relating to an employee's race, sex, religion, color, national origin, age, disability, or other factors protected by law which would make the reasonable person experiencing such harassment uncomfortable in the work environment or which could interfere with the persons job performance.

Sexual Harassment

Sexual harassment includes: (a.) Physical assaults or physical conduct that is sexual in nature; (b.) Unwelcome sexual advances or comments or requests for sex or sexual activities concerning one's employment or advancement, regardless of whether they are accompanied by promises or threats; (c) sexual displays or publications such as calendars, cartoons, or graffiti; (d) other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment; and (e) retaliation for complaints of harassment. The City regards all such conduct as creating a hostile and offensive work environment in violation of this policy, regardless of whether submission to such conduct is made either explicitly or implicitly a term of employment. Examples of sexual harassment include sexual propositions, sexual innuendo, sexually suggestive comments, sexually oriented "kidding", "teasing", or "practical jokes", jokes about gender specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body, or reading or otherwise publicizing in the work environment materials that are sexually suggestive or revealing.

Racial, Religious, or National Origin Harassment

Racial, religious, or national origin harassment deserves special mention as well and is expressly prohibited. Racial, religious, or national origin harassment includes any verbal, written, or physical act in which race, religion, or national origin is used or implied in a manner which would make a reasonable employee uncomfortable in the work environment or which would interfere with the employee's ability to perform the job. Examples of race, religious, or national origin harassment include jokes which reference to race, religion, or national origin; the display or use of objects or pictures which adversely reflect on a person's race, religion, or national origin; or use of language which is offensive due to a person's race, religion, or national origin.

If you believe you are being harassed, tell the harasser that you find such behavior offensive, that such behavior is against Company Policy and ask the harasser to immediately stop such behavior. It is important that you let co-workers know when you consider their behavior offensive, as people are hired from a wide variety of backgrounds, and that person may not realize that their behavior could be offensive to others.

You may report such behavior (verbally, or in writing) to your Supervisor, Department Director, or Suzanne Hackney, Human Resource Director, City Hall, 515 West Washington (933-4640).

The City of Jonesboro is committed to providing an environment free from harassment and no one will retaliate against you in any way for expressing your concerns about any type of harassment.

Unlawful Harassment

The City of Jonesboro expressly prohibits any form of unlawful employee harassment based on an employee's race, sex, religion, national origin, age, disability, or other factors protected by law. What may be considered harassment is described in the City's **No Harassment Policy** which follows and is visibly posted in each department.

It is every employee's responsibility to ensure that your conduct does not include or imply harassment in any form. If, however, harassment or suspected harassment has taken place or is taking place, the following procedure will apply:

You should report harassment or suspected harassment to your Supervisor, Department Director, or Human Resources Director. This complaint may be made verbally or in writing. Anyone who has observed sexual harassment or retaliation should report its occurrence. A complaint need not be limited to someone who was the target of harassment or retaliation.

All complaints of harassment will be investigated by the Human Resources Director and depending on the nature and severity of the misconduct discipline could range from oral counseling up to and including termination. Appropriate discipline will be administered on a case-by-case basis.

Prevention is the most effective means for the elimination of unlawful harassment, therefore, all supervisory personnel shall:

Personally express strong disapproval for all forms of unlawful harassment.

Ensure that a hostile atmosphere does not exist for any employee.

Immediately notify the Department Director and Human Resource Director of harassment complaints.

Ensure that all complaints of unlawful harassment are dealt with in strict confidentiality to prevent retaliation or further harassment toward any involved employee.

The City of Jonesboro will not tolerate harassment or any form of retaliation against an employee who has either instigated or cooperated in the investigation of alleged harassment.