



Carrboro Police Department

Subject: Chapter 32: HARASSMENT & DISCRIMINATION		Number: V. Subsections
Issued: 07-02-18	Revised: N/A	Pages: 1 of 3

- I. Introduction
- II. Definitions
- III. Policy
- IV. Procedure
- V. Mandatory Annual Training

I. INTRODUCTION

- A. The purpose of this policy is to establish Departmental policy in regard to sexual and other unlawful harassment in the workplace.
- B. The Town of Carrboro prohibits any form of sexual or other unlawful harassment involving any of its employees in the employment relationship. Harassment, retaliation, coercion, interference, or intimidation of an employee due to his or her race, color, religion, gender, sex, age, national origin, disability, sexual orientation, or other legally protected status, or that of an employee's relatives, friends, or associates, is strictly prohibited.

II. DEFINITIONS

- A. **Sexual Harassment:** Sexual harassment does not require physical contact but merely has to create an unwelcome environment. It includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when submission to the conduct is made a term or condition of an individual's employment (either explicitly or implicitly), when submission to or rejection of the conduct is used as the basis for employment decisions affecting the individual, or when the conduct in any way interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Occasional compliments of a socially acceptable nature do not constitute sexual harassment.
- B. **Other Unlawful Harassment:** Other unlawful harassment consists of verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, sex age, national origin, disability, sexual orientation, or other legally protected status, or that of his or her relatives, friends, or associates and that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of interfering unreasonably with an individual's work, or otherwise adversely



Carrboro Police Department

Subject: Chapter 32: HARASSMENT & DISCRIMINATION		Number: V. Subsections
Issued: 07-02-18	Revised: N/A	Pages: 2 of 3

affects an individual's employment opportunities.

- C. Hostile Work Environment: Conduct committed by an individual or a group towards an employee or group of employees, that it is so severe or pervasive that it alters the terms and conditions of employment as perceived by a reasonable person. An isolated comment does not automatically create a hostile work environment.

III. POLICY

Any act, comment, or behavior that constitutes sexual or other unlawful harassment or creates a hostile work environment is strictly prohibited and will not be tolerated of any employee, either on or off Town premises. This prohibition against harassment covers not only the relationships between employees of the Department, or other Town Department employees, but also each employee's relationships with the citizens of the Town or with the employees of other municipalities encountered in the course of conducting the business of the city.

IV. PROCEDURE

- A. Employees, without fear of reprisal, have the responsibility to bring any form of sexual or other unlawful harassment to the attention of the Chief of Police so that an investigation immediately may be begun into the circumstances of the incident and the alleged harassment. If an employee is uncomfortable with reporting such harassment to the Chief of Police, or their direct supervisor, he or she should go directly to the Human Resources Department or Town Manager. Upon receiving a report of sexual or other unlawful harassment, the Chief of Police should report it immediately to the Human Resources Department and Town Manager.
- B. Following the Town's investigation, a review of the results of the investigation with the person or persons involved will be conducted and appropriate corrective and/or disciplinary action will be taken which may result in immediate termination of employment for employees who are determined to have engaged in sexual or other unlawful harassment, conduct approaching sexual or other unlawful harassment, or other conduct that violates this policy. The Town will keep information relating to harassment investigations as confidential as possible under the circumstances and will take appropriate corrective action, including disciplinary measures, when justified, to remedy violations of this policy. Be



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Subject: Chapter 32: HARASSMENT & DISCRIMINATION		Number: V. Subsections
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advised that disciplinary action, up to and including termination, will be taken against any employee determined to have engaged in sexual or other unlawful harassment, conduct approaching sexual or other unlawful harassment, or other conduct that violates this policy.

- C. Retaliation against any person who makes a claim of harassment or hostile work environment is strictly prohibited. Any person found to be a retaliator by action or a failure to act, is subject discipline, up to and including immediate termination.
- D. Transfers: When a transfer is considered as a solution to a claim of harassment, the party (or parties) shall be asked if they will consent to a transfer. If neither party (or parties) shall consent to a transfer, it is the policy of the Town that the higher-ranking individual will be considered for a transfer before the lower ranking employee.

V. MANDATORY ANNUAL TRAINING

Personnel shall receive annual training in regards to sexual and other unlawful harassment.