COUNTY OF ORANGE, VIRGINIA
PERSONNEL POLICIES MANUAL

SEXUAL AND OTHER UNLAWFUL HARASSMENT

POLICY NO.: 3.1

EFFECTIVE: 11/1/96
REVISED:

OVERVIEW: Orange County is committed to providing a work environment that is free of discrimination and unlawful harassment. This policy defines harassment, its prohibition and the County's response to the discovery of such harassment.

SCOPE: This policy applies to all persons working for and with Orange County, regardless of employment status.

DEFINITIONS:

1. Sexual Harassment: as defined by the Equal Employment Opportunity Commission (EEOC) includes sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

   A. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment.

   B. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual; and/or

   C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive work environment.

2. Other Unlawful Harassment: other conduct that results in discrimination, that is demeaning to another person, or undermines the integrity of the employment relationship.

PROVISIONS:

A. Harassment Prohibited:

Orange County will not tolerate sexual harassment, other unlawful harassment or actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, disability or any another legally protected characteristic.

B. Complaint Process:

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the appropriate supervisor, the Department Director or Constitutional Officer, the Assistant County Administrator, or the County Administrator.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Assistant County Administrator or other official designated by the County Administrator.

The County Administrator will ensure that all allegations of sexual or other unlawful harassment are investigated and that immediate and appropriate corrective action is taken.

C. Consequences:

Managers and supervisors who allow sexual harassment to continue or who fail to respond accordingly to allegations of such harassment will be subject to disciplinary action, up to and including termination of employment.

Any one engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.