TO THE HONORABLE IOWA COUNTY BOARD OF SUPERVISORS:

WHEREAS, the Iowa County Committee on Salary and Personnel, has reviewed the need for an affirmative establishment of an Iowa County policy that prohibits against harassment, discrimination, and retaliation in the workplace;

WHEREAS, the Harassment, Discrimination, and Retaliation Policy has been legally reviewed by the Wisconsin County Mutual Insurance Corporation through its loss control program of Personnel Policies and Procedures program;

NOW THEREFORE BE IT RESOLVED, that the following Harassment, Discrimination, and Retaliation Policy be included as an appendices to the Iowa County Personnel Policies. Also, that the policy be included in and adhered to in any and all departmental policies and or employee handbook(s) within Iowa County;

BE IT FURTHER RESOLVED, that the Committee on Salary and Personnel does hereby recommend that the Harassment, Discrimination, and Retaliation Policy be adopted by the County Board of Supervisors and that such policy apply to all Iowa County employees from this date forward;

Dated this 22 day of June 1999.

Respectfully submitted:

Neil Jefferson
Chairperson - Committee on Salary & Personnel

David Gollon, Jr.

Diane McGuire

Thomas Paull

Jerome Laufenberg
Adopted this 22nd day of June 1999.

Richard Scullion
Iowa County Chairman

ATTEST:

Gregory Klusendorf
Iowa County Clerk

CERTIFICATION OF ADOPTION
This is to certify that the above resolution was duly adopted by the County board of Iowa County on the 22nd day of June 1999.

Gregory Klusendorf
Iowa County Clerk
Iowa County, Wisconsin
**Harassment, Discrimination and Retaliation Policy**

Iowa County is committed to provide a work environment that is free of discrimination, and unlawful harassment. Federal and State law prohibits employment discrimination on the basis of race, color, religion, or political beliefs, creed, sex, age, disability, national origin and sexual preference. Among these prohibitions is the harassment of fellow employees. Action, words, jokes, or comments based on an individual's gender, race, ethnicity, age, religion, or any other legally protected characteristic enforced by the Federal and State equal rights laws will not be tolerated. Accordingly, Iowa County is committed to vigorously enforcing this harassment, discrimination, and retaliation policy at all levels within the county.

It is the policy of Iowa County that harassment, discrimination and retaliation in the workplace is unacceptable conduct and will not be tolerated or condoned. It is the affirmative duty of each employee to help maintain a workplace free from harassment, discrimination and retaliation which includes refraining from insulting, degrading, demeaning or exploitative behavior towards other employees, vendors, members of the public, etc. In addition, to maintaining a workplace free from harassment, discrimination and retaliation it is the affirmative duty of an employee observing such conduct to report it to the appropriate personnel.

While all forms of harassment, discrimination, and retaliation are prohibited by the County, sexual harassment is specifically prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Violations of the policy in the area of sexual harassment occurs when:

1. submission to such conduct is made a condition of employment; or
2. submission to or rejection of such conduct is used as the basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.; or
3. such conduct otherwise interferes with work performance by creating an intimidating, hostile, or offensive working environment.

Any employee who feels he/she has been subjected to sexual harassment should address the matter immediately with his/her department head, or the Personnel Director or Corporation Counsel.

It is the affirmative duty of each employee to cooperate with and not impede any investigation(s) of alleged sexual harassment. Furthermore, Iowa County prohibits any employee from retaliating or discriminating in any way against anyone who has articulated any concern about sexual harassment to his or herself, or against any other person.

All complaints of alleged sexual harassment will be promptly and thoroughly investigated, including anonymous complaints and violations of the policy will be treated as serious disciplinary infractions. Departmental Heads will immediately bring forth any available evidence of sexual harassment to the Personnel Director. The Personnel Director and Departmental Head will work together to deal effectively with the harassment once such behavior has been brought to their attention. Any employee who violates the policy against sexual harassment, or encourages another to violate the policy will be subject to disciplinary action. The disciplinary action depending on the severity and type of violating behavior could be up to and including discharge. Iowa County recognizes that false accusations of sexual harassment can have grave repercussions on those accused and intentional false accusations will be considered a violation of the County Policy.

Iowa County will provide periodic management education and employee awareness programs that emphasize the County’s concern for the seriousness of this harassment issue.

Appendix A
The following examples are illustrative and should not be construed as all-inclusive:

**Verbal:** sexual innuendo, suggestive comments, insults, threats, jokes or derogatory comments based on sex; sexual propositions or advances; and pressure for sexual favors.

**Nonverbal:** displaying of sexually suggestive or derogatory pictures, cartoons or drawings; making suggestive or insulting noises, leering, whistling, or making obscene gestures.

**Physical:** touching, pinching, squeezing, patting, brushing against the body; impeding or blocking normal work or movement; coercing sexual intercourse; or assault; or, any attempt to engage in the above conduct.

**End of Policy:**