

NOTICE TO ALL EMPLOYEES

It is the policy of the San Joaquin County Mosquito Abatement District that sexual harassment is unacceptable conduct in the work place and will not be tolerated. Acts of sexual harassment can be grounds for discipline or even termination.

Sexual harassment is unwelcome verbal or physical conduct of a sexual nature. It can be unwelcome sexual advances, requests for sexual favors or offensive conduct of a sexual nature which creates a hostile work environment or which interferes with job performance. The following examples illustrate some conduct which would be sexual harassment:

1. Physical assaults of a sexual nature such as rape, sexual battery, molestation or attempts to commit these acts.
2. Intentional physical touching that is sexual in nature such as touching, pinching, patting, grabbing or brushing against another persons body.
3. Stories, jokes, gestures or comments of a sexual nature or directed to a persons sexuality and directed at or made in the presence of any employee who indicates or indicated that such conduct is unwelcome in his or her presence.
4. Cartoons, pictures or drawings of a sexual nature which are publicly displayed in a work place.

Sexual harassment can come from either men or women. It is important to remember that what you may consider harmless, may be offensive to another employee.

If you as an employee are offended by what you consider sexual harassment, you may either 1) tell the individual involved that his or her actions are offensive and that you want it stopped or 2) report the activity to your immediate supervisor, assistant manager, manager or President of the Board of Trustees.

If you as an employee are told by another employee that your conduct is offensive to that employee, respect the rights of that other employee and do not repeat such conduct in the presence of that employee. You should follow this guideline even if you do not consider the activity to be offensive.

A complaint of sexual harassment can be made in writing or orally. Anonymous complaints will be taken and investigated. A complaint need not be limited to someone who was the target of harassment or retaliation.

Only those who have a need to know may find out the identity of the complainant. These include the investigation officer, the alleged harassers and any witnesses. All complaints will be investigated by management. a written report will be provided to the complainant on request within a reasonable time.

If you have any further questions regarding the District's policy against Sexual Harassment you may contact your supervisor, assistant Manager or the manager.

May 15, 1992