


<b>POLICY 402</b>	<b>EMPLOYEE HARASSMENT/RETALIATION POLICY</b>	
	REVISED: 3/97, 02/18	RELATED POLICIES:
	CFA STANDARDS:	REVIEWED: AS NEEDED

**A. PURPOSE**

The Fort Lauderdale Police Department is committed to creating and maintaining a quality work environment for all employees so that they may work free from intimidation, humiliation, insult, physical or verbal abuse and retaliation. Additionally, the Department is determined to have a workplace that is free of sexual, ethnic, racial or religious harassment. Sexual, ethnic, racial or religious harassment is an offense, first against this Department, and secondly against any specific employee or group of employees. For these reasons the following Policy against such conduct is adopted.

**B. POLICY**

It is this Department's policy to prevent employee harassment from occurring and to address reported incidents in a fair, impartial and speedy manner.

**C. DEFINITIONS OF PROHIBITED CONDUCT**

1. **HARASSMENT:** Physical or verbal actions that are abusive and have the purpose or effect of creating a hostile, offensive, humiliating or intimidating working environment, or have an ethnic, racial, religious or sexual basis. Examples include but are not limited to, physical contact of a sexual nature, sexual, racial, ethnic or religious related jokes and comments, insults, cartoons, innuendos or such other personal conduct or mannerisms that could be construed as offensive.
2. **RETALIATION:** Intentional adverse treatment of an employee who asserts his or her rights regarding employment discrimination is prohibited. Behaviors which may be considered retaliatory include, but are not limited to: threats, baseless reprimands, unsubstantiated negative evaluations, harassment, refusal to transfer, denial of job benefits, or other actions affecting the terms, conditions or privileges of employment without reason or justification.

**D. PROCEDURES**

1. The following procedures shall be implemented in all employee harassment cases:
  - a. The Office of Internal Affairs will be involved with the investigation of all complaints of employee harassment and or retaliation.

- b. Each employee is responsible to assist in eliminating all forms of prohibited conduct or harassment and or retaliation. Therefore, when any incident of this type occurs, any employee having knowledge of the incident is to immediately report the event to a supervisor of the employee's choosing.
  - c. A supervisor who is made aware of the occurrence of any violation of this policy will gather all available data regarding the incident and will forward the information to the Office of Internal Affairs.
- 2. In all complaints or incidents of employee harassment and or retaliation where a violation has been documented, immediate action will be taken to remedy the situation and to prevent its recurrence.
  - 3. All persons who violate this policy will be subject to disciplinary procedures, up to and including discharge.