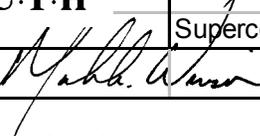


POLICY & PROCEDURE		
	Workplace Violence and Harassment	
	Supercedes:	Effective: September 1, 2003
Approved: 	Page 1 of 2	

The City of Duluth takes a strong stance in creating and promoting a safe and respectful working environment for all of its employees. Employees are required to treat co-workers, supervisors, and the public respectfully and to refrain from acts or comments that incite or constitute violence. Any acts of harassment or violence will be promptly and thoroughly investigated. The following is a list of behaviors that will not be tolerated:

- Acts of intimidation
- Threatening/hostile acts, both verbal and physical
- Stalking
- Physical attacks such as hitting, fighting, pushing, or throwing objects
- *Sexual harassment or assault
- Property damage, including vandalism and arson
- Sabotage
- Possession/use of a weapon at the workplace (with exceptions to the Police Department)
- Verbal/written statements, violent comments, gestures, or expressions that communicate a direct or indirect threat of an individual's physical safety

The above list is not all-inclusive; *any* behavior that has the purpose or effect of creating an unsafe, intimidating, hostile, or offensive work environment is unacceptable and will be subject to disciplinary action up to and including termination. External individuals such as customers, vendors, or citizens who commit violent acts in the workplace shall, at a minimum, be excluded from City premises.

Supervisory/management staff are responsible for maintaining a harassment free work environment. Furthermore, if they believe that harassing behavior has occurred, they must take immediate action to correct the situation.

*Sexual harassment may include unwelcome sexual advances, sexual remarks or jokes, or the display of sexually suggestive materials in the workplace.

Complaint Procedure

Situations that are dangerous or life threatening should be reported immediately by dialing 911 and then following the procedure below. Employees who experience or witness workplace violence or harassment are required to report it immediately to their supervisor/manager, unless the supervisor is a party to the incident. If the supervisor is not available, or is a party to the incident, the employee should identify the next highest level of management within the department and report the incident to that person. If a supervisor/manager cannot be reached in a timely manner, or if the employee is uncomfortable reporting to the supervisor/manager, the employee should contact the Human Resources Manager or Equal Opportunity Representative (EOR). Recipient of the

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initial complaint must immediately complete the [Report Form for Discrimination, Harassment, or Violence \(RFDHV\)](#) and submit it to the complainant's Department Director, with a copy going to the EOR and Human Resources Manager. Report forms are available on-line or in the Human Resources office. Employees filing a complaint will be asked to provide additional information regarding the violation to include dates, times, places, nature of the violation, and names of witnesses; documenting the offending behavior is strongly recommended.

Equal Opportunity Representative
Room 410 City Hall
(218) 730-5630

Human Resources Manager
Room 313 City Hall
(218) 730-5210

The supervisory personnel who receives the [RFDHV](#), is responsible for conducting an investigation. Investigation advice is available from the Human Resources Manager. When a non-employee is reported to have exhibited violent behavior, the supervisor who receives the report is responsible for referring the matter to the Claims Investigator and Adjuster for investigation. All investigations must be completed within ten (10) working days of the incident and will include an interview with all individuals who claim to have knowledge of the incident. Employees are required to cooperate with the investigation. This investigation will be for management purposes and is completely separate from any police investigation of the same incident. Upon completion of the investigation, the same supervisory staff or Claims Investigator and Adjuster will submit a written report to the Department Director, Equal Opportunity Representative, Human Resources Manager, and Administrative Assistant. Reports will be retained indefinitely by the Human Resources Department.

It is the responsibility of the Department Director to ensure that violent and harassing behavior is corrected and that the complainant is not subject to retaliatory behavior during or after the investigation. Employees will not be penalized for making good faith reports of suspected violence or harassment. The complainant will be informed of the complaint outcome to the extent authorized by state and federal law.