

	CITY OF DECATUR PERSONNEL POLICY		
Chapter 05	Conduct		
Section 06	Harassment		
Revised By:	Nate Mara, City Manager	Revised Date:	December 08, 2025
Approved By:	Nate Mara, City Manager	Effective Date:	January 1, 2026

05.06 Harassment

All City employees are entitled to a workplace free of unlawful harassment by management, supervisors, co-workers, citizens, and vendors. This means that each employee must be respectful of others and act professionally. City employees are also prohibited from engaging in unlawful harassment of other employees, citizens, vendors, and all other third parties.

The City prohibits any form of "Harassment" as defined in this Policy.

- A. The term "harassment" includes but is not limited to unwelcome slurs, jokes, verbal, graphic or physical conduct relating to an individual's race, religion, sex, sexual orientation, age, national origin, disability, veteran status or any other characteristic protected by applicable law.
- B. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - a. Submission to such conduct is an explicit or implicit term or condition of employment;
 - b. Employment decisions are based on an employee's submission to or rejection of such conduct; and/or
 - c. Such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.
- C. To rise to the level of a "hostile work environment," behavior must be severe, pervasive, and directed toward a protected class.
- D. **Application.** This policy covers all employees, as well as vendors, City residents, and/or others who enter our workplace. Employees who feel they have been discriminated against or harassed, or who have observed others being discriminated against or harassed, must follow the steps outlined in this policy.

E. Mandatory Reporting. The City requires that employees report all perceived incidents of harassment, regardless of the offender's identity or position. Any employee who observes or otherwise learns of possible harassment in the workplace or who feels that harassment has occurred or has been subjected to conduct prohibited by this policy must report it immediately to:

- a. The Department Director;
- b. The Director of Human Resources; or
- c. The City Manager.

Any supervisor, manager, or Department Director who becomes aware of possible conduct prohibited by this policy must immediately advise the Department Director and/or the Director of Human Resources. A formal Complaint Form is available at the City of Decatur website.

Under this policy, an employee may report to and/or contact the Director of Human Resources directly, without regard to the employee's normal chain of command. Voice messages or e-mails may be left at any time.

F. Investigation. All reports of prohibited conduct will be investigated promptly and in as confidential a manner as possible. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have other relevant knowledge. All employees are required to cooperate with the investigation and to maintain confidentiality.

G. Retaliation Prohibited. Retaliation against employees who make a good faith charge or report of prohibited conduct or who assist in a complaint investigation is prohibited. Acts of retaliation must be reported immediately as set out above.

H. Responsive Action. Misconduct constituting harassment or retaliation will be dealt with appropriately. Discipline, up to and including termination, will be imposed upon any employee who is found to have engaged in conduct prohibited by this policy. Likewise, disciplinary action will be imposed in situations where claims of prohibited conduct were untruthful, fabricated, or exaggerated or when employees are untruthful during an investigation.