

300.00 – Discrimination and Harassment-Free Workplace

Refer:

- Multnomah County Personnel Rule 3-40, Discrimination and Harassment-Free Workplace

Definitions:

- **Discrimination:** Unequal or different treatment of an individual in any personnel action on the basis of protected status.
- **Harassment:** Any conduct that is derogatory or shows hostility toward an employee on the basis of protected status. Such conduct may create a hostile work environment, unreasonably interfere with a member's work performance or otherwise adversely affect a member's employment opportunities.
- **Sexual Harassment:** Any unwelcomed conduct including, but not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Such explicit or implicit conduct may create a hostile work environment, unreasonably interfere with a member's work performance or otherwise adversely affect a member's employment opportunities.
- **Protected Status:** Classifications protected by federal, state and local law include race, color, sex, age, religion, national origin, political affiliation, marital status, sexual orientation, gender identity, gender expression, source of income, familial status, physical or mental disability, and genetic information.
- **Retaliation:** Any conduct toward an individual taken in response to an action taken or perceived to be taken by that individual. Such conduct may create a hostile work environment, unreasonably interfere with a member's work performance or otherwise adversely affect a member's employment opportunities. Additionally, this conduct may deter the individual, or others, from exercising their legal rights or making or supporting a claim or complaint. The intent or consent of individuals involved does not matter.

Policy:

1. The Multnomah County Sheriff's Office (MCSO) is committed to treating everyone with dignity and respect. This includes providing its members with a workplace that is free of Discrimination, Sexual Harassment, Harassment, and/or Retaliation, enabling members to perform their duties to their fullest potential. A work environment in which each member is valued without regard to protected status is key to Agency legitimacy.
2. It is MCSO policy to prohibit workplace Discrimination, Sexual Harassment and Harassment on the basis of Protected Status.
3. Workplace Discrimination, Sexual Harassment, Harassment, and/or Retaliation for reporting allegations of Discrimination and Harassment is prohibited in the workplace, in any work-related setting outside of the workplace and when using County resources.
4. Every member shares responsibility for creating a positive work environment and promptly reporting conduct that interferes with maintaining a work environment free of Discrimination, Sexual Harassment, Harassment, and Retaliation. This applies to all elected officials, members, applicants, volunteers and contractors alike.
5. Members who violate this Policy are subject to corrective action.

Procedure:

1. Prohibited Conduct:

- 1.1. Any conduct or use of graphic materials, which brings Discrimination, Sexual Harassment, Harassment, and/or Retaliation into the workplace is prohibited, including, but not limited to:
 - 1.1.1. Use of epithets or slurs based on protected status.
 - 1.1.2. Jokes, pranks or other banter that is derogatory or shows hostility based on protected status.
 - 1.1.3. Sharing sexist or sexual stories, making suggestive sounds, comments, gestures, and refusing to take "No" when requests for social interaction or dates are refused.
 - 1.1.4. Material that is disparaging of or displays hostility based on protected status and is placed on walls or elsewhere on County premise or circulated in the workplace or via County resources.
 - 1.1.5. Unwelcomed physical contact.

2. Reporting:

- 2.1. Members shall immediately report any discriminatory, harassing, or retaliatory conduct they observe or become aware of to their own manager or supervisor, or another manager or supervisor. Members are not required to follow chain of command in reporting Discrimination, Sexual Harassment, Harassment, and/or Retaliation. Reporting may occur orally or in writing.
- 2.2. Managers and supervisors shall take immediate action to stop or prevent any Discrimination, Sexual Harassment, Harassment, and/or Retaliation they observe or become aware of and shall immediately report such conduct to their manager or supervisor and the Inspector. Reporting may occur orally or in writing.
- 2.3. The manager or supervisor who receives the report may, but is not required to, discuss options for informally resolving the complaint with the complainant.
- 2.4. All complaints will be thoroughly and promptly investigated. Confidentiality will be maintained to the extent permitted by the circumstances. The individual making the complaint and the accused shall be notified of the results of the investigation and whether action will be taken. Retaliation will not be tolerated. Immediate action may be required in situations where prohibited Discrimination, Sexual Harassment, Harassment, and/or Retaliation has occurred.

History:

- Originating Policy and Procedure Effective: 3/14/18
- Next Review: 3/14/20
- Review By: Sheriff's Office