

# City of Portland

## EXAMPLES OF PROHIBITED WORKPLACE BEHAVIORS

### WHAT CAN YOU DO TO GET INTO TROUBLE?

Below is a non-inclusive list of behaviors which could violate the City of Portland's Human Resources Rule 2.02 Workplace Harassment, Discrimination, and Retaliation (HRAR 2.02). These examples are provided as guidance. As stated in HRAR 2.02, harassing, discriminatory, retaliatory, and/or inappropriate behavior in the workplace (including but not limited to the examples given below) is prohibited. Employees who engage in these behaviors will receive appropriate disciplinary action, up to and including termination of employment.

#### **DISCRIMINATORY EMPLOYMENT DECISIONS**

Making promotional decisions, hiring decisions, layoff selections, etc., based on inappropriate criteria/factors that are not job-related, such as age, disability, race, sex, etc.; taking disciplinary action against a complainant, witness, or other participant in a discrimination complaint or investigation because of his/her participation.

#### **OFFENSIVE or DEROGATORY COMMENTS**

Using ethnic slurs, sharing racist or sexist stories depicting individuals of various groups or ages in a negative manner. Harassing an employee for not participating in holiday festivities (e.g., Christmas) that may conflict with his/her own religious beliefs or practices. Rude or abusive treatment of one sex more than the other; or behavior directed toward a person of the same sex, or a person of the opposite sex, including foul language, sexual innuendoes, derogatory or suggestive comments, rumors, slurs, sexual propositions, requests for sexual favors, graphic commentaries, suggestive or insulting sounds; and refusing to take "No" for an answer when requests for social interaction or dates are refused.

#### **PHYSICAL CONTACT**

Sexual assault; physical touching or contact of any intimate body part including but not limited to breasts, buttocks, hair, neck, lips, legs, thighs and even feet, such as pinching, kissing, grabbing, patting or neck massages/rubs. Impeding or blocking movement of another; violation of an individual's "personal space." Unwelcome physical touching or contact, such as unwelcome hugs or touches, is prohibited. Physical touching of intimate body parts, *even if welcome*, is prohibited in the workplace.

#### **VISUAL or GRAPHIC HARASSMENT**

Inappropriate language, jokes, written or graphic materials in the workplace or work related setting. Derogatory or suggestive pictures, posters, letters, notes, dolls, movies, magazines, cartoons or drawings, playing cards, or sexually suggestive objects. Making obscene gestures or leering. Inappropriate materials placed on walls or elsewhere in the employer's premises or circulated in the workplace is prohibited; this includes sending inappropriate jokes or other written or graphic materials via e-mail, the internet, by fax, cell phone, mobile data computer or any other electronic means; or downloading this material from the internet.

#### **JOKES**

Jokes, pranks, or banter, including stereotyping, because of protected status. Jokes about an individual's religion or religious practices; making fun of an individual's religious wardrobe; racial or national origin based jokes; making jokes about an individual's age or abilities because of their age; jokes or verbal behaviors "making fun" of an individual with a disability. Demeaning jokes or stories based on a person's sex, race, ethnic background; jokes or inappropriate comments about a woman's body during pregnancy; and jokes of sexual nature.

#### **STEREOTYPES or ASSUMPTIONS**

Using stereotypes or assumptions for the purpose of employment decisions about people based on religion, race, color, national origin, sex, age, disability, or sexual orientation is prohibited.

#### **EXCLUSION/OSTRACISM/SHUNNING**

Of persons involved in employment discrimination and/or workplace harassment complaints or the investigation process; ignoring or ostracizing an individual with a disability in the workplace or in work-related activities; excluding one sex more than the other from participation in workplace activities; excluding individuals based on their race or ethnic background.