

The City of Portland is committed to providing its employees a respectful workplace that is free of harassment, discrimination, retaliation, and other inappropriate conduct.

It is the City's policy to prohibit workplace harassment, discrimination and retaliation on the basis of protected status. Protected status includes race, religion, gender, marital status, familial status, national origin, age, mental or physical disability (as defined by the Americans with Disabilities Act and state law), sexual orientation, gender identity, source of income, veterans' status or other protected status under applicable law.

Workplace harassment, discrimination and retaliation manifests in two ways:

1. In forms of harassment, discrimination or retaliation that violate state and federal laws; and
2. Inappropriate conduct in the workplace that may not violate law but violates the City Rule because the conduct is not conducive to creating a respectful and professional work environment for employees.

HR RULE 2.02 COVERS all employees and applicants for employment with the City of Portland. It also applies to the behavior of third parties such as contractors, vendors, or consultants who provide services to the City of Portland.

HARASSMENT is inappropriate verbal or physical conduct, which may include conduct that is derogatory or shows hostility towards an individual related to that individual's protected status. The intent or consent of the persons engaging in the inappropriate conduct does not matter.

SEXUAL HARASSMENT is unwanted sexual advances, requests for sexual favors,

and other sexually oriented verbal or physical conduct constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

DISCRIMINATION is unequal or different treatment of an individual in any personnel action on the basis of protected status.

RETALIATION is the act of taking negative personnel actions or creating a hostile work environment against an employee who reported discrimination or harassment, or participated in any manner in an investigation. The City will not tolerate retaliation against any individual who reports discrimination or harassment, and/or testifies, assists, or participates in any manner in an investigation, proceeding or hearing, regardless of the outcome of the complaint. Retaliation can occur even if the underlying complaint of harassment or discrimination is not substantiated. Examples of retaliation include demotion, suspension, failing to hire or consider hiring, failing to treat impartially when making employment related decisions, or assigning the individual the least desirable jobs. It may also include more subtle forms such as shunning by co-workers.

OFFENDERS MAY BE

- Male or female
- Supervisors, managers, co-workers
- Vendors or consultants
- Customers

THE CITY OF PORTLAND WILL NOT TOLERATE HARASSMENT, DISCRIMINATION, RETALIATION OR OTHER INAPPROPRIATE CONDUCT IN THE WORKPLACE.

RESPONDING TO INAPPROPRIATE CONDUCT can be as easy as communicating to the offending person that you are uncomfortable with the behavior. Calmly tell the person that the comments or behavior are unwanted and that you want them to stop. Say it firmly, without smiling or apologizing.

IF YOU BELIEVE YOU HAVE BEEN SUBJECTED TO HARASSMENT, DISCRIMINATION, RETALIATION, OR OTHER INAPPROPRIATE BEHAVIOR, the City wants you to report it.

REPORT harassment, discrimination, retaliation, and other inappropriate conduct to the appropriate City resource. Your concern will be investigated as promptly and thoroughly as possible. Employees whose behavior is found to be in violation of HR Rule 2.02 may be counseled or disciplined, up to and including termination of employment.

REPORTING RESOURCES FOR YOU TO USE INCLUDE:

- Your manager or supervisor
- Your bureau director
- Your bureau's EEO representative
- Bureau of Human Resources staff
- City Diversity Development/Affirmative Action Office

RECORD the incident including the date, the times, place, and names of others who may have witnessed the behavior.

FOR A COMPLETE COPY of HR Rule 2.02, go to the Administrative Rules page at www.portlandonline.com/bhr.

*EXAMPLES OF PROHIBITED CONDUCT IN THE WORKPLACE:

PHYSICAL

- Unwelcome physical touching or contact, such as pinching, kissing, grabbing, patting or hugging.
- Physical touching or contact of *any* intimate body part, whether or not it is welcome, is prohibited in the workplace.

VERBAL

- Use of epithets, innuendoes or slurs related to an individual's race, religion, sex, sexual orientation, gender identity, age, physical or mental disability, marital status, or national origin, or other protected status under applicable law.
- Jokes, pranks, or banter, including negative stereotyping, that is derogatory or shows hostility because of an individual's protected status under applicable law.

NON-VERBAL

- Written or graphic material that is disparaging or displays hostility on the basis of an individual's protected status in accordance with applicable law and is placed on walls or elsewhere in the employer's premises or circulated in the workplace is prohibited.

*These examples are not all-inclusive.

This information is for guidance and reference purposes only.

If you have concerns regarding conflict, harassment, discrimination, retaliation, or inappropriate workplace behavior, consult with your manager, bureau director, your bureau's EEO representative, Bureau of Human Resources staff, or the City Diversity Development/Affirmative Action Office.

Employees who believe they have been subjected to inappropriate or illegal workplace harassment, discrimination or retaliation are encouraged to take advantage of the City's complaint procedure.



Respectful Workplace Behavior

THE CITY OF PORTLAND is committed to a respectful work environment free of harassment, discrimination and retaliation where all individuals are treated with respect and dignity. Every individual has a right to work in a professional atmosphere that promotes employment opportunities.



City of Portland
Bureau of Human Resources
1120 S.W. Fifth Avenue, Room 404
Portland, Oregon 97204-1907

Phone: 503-823-3528

Fax: 503-823-4156

TTY: 503-823-6868

www.portlandonline.com/bhr