



POLICY

ON HARASSMENT

- **It is the Policy of the City of Kalispell to provide a work environment for each employee, which is free from unlawful harassment. Harassment will not be tolerated and all employees are prohibited from engaging in the harassment of any other employee or person in the course or in connection with employment.**
- **Harassment is unwarranted and unwanted verbal or nonverbal conduct which threatens, intimidates, pesters, annoys or insults another person, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading, or hostile environment, or interferes with or adversely affects a person's work performance.**
- **Sexual harassment includes unwelcomed sexual advances, requests for sexual favors and other verbal or physical advances of a sexual nature.**
- **Harassment does not include the conduct or actions of supervisors intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands or other supervisory actions intended to promote positive performance.**
- **Any employee who perceives a conversation or event as harassment, whether the employee is involved or merely observed, should explain to the offender in a calm but firm manner that the action is perceived as inappropriate and that the employee wishes the behavior to stop. Should the harassment continue, the employee is encouraged to report the activity to their supervisor, the Human Resources Director, the City Manager and/or their designee, or in the event these individuals are involved; to a member of the City Attorney's Office.**
- **An employee who harasses another employee or member of the public may be subject to the full range of disciplinary action, including discharge.**
- **Regardless of the ultimate disposition of the complaint, no retaliatory conduct against the complainant, witnesses or accused will be tolerated.**