



# GENERAL HARASSMENT

## 1. Policy

It is the policy of the Erie Water Works to expressly forbid any forms of harassment of or by its employees. Harassment of third parties by our employees is also prohibited. Violation of this policy will subject an employee to disciplinary action, which may result in immediate discharge.

## 2. Definition

The term “harassment” includes, but is not limited to, slurs, jokes and other verbal, graphic, or physical conduct which relate to an individual’s race, color, sex, religion, national origin, citizenship, age, disability, genetic information, sexual orientation, gender identity, gender expression, or any other legally-protected class.

Harassment is not limited to conduct of a sexual nature. It may take the form of other activities, including the making of derogatory statements not directed to the targeted individual but taking place within his/her hearing. Other prohibited conduct includes, but is not limited to, the distribution of written material, such as notes, photographs, cartoons, articles of a harassing or offensive nature, or taking any retaliatory action against an employee because of his/her protected characteristic(s) or his/her engaging in protected activities, such as making a harassment complaint.

Such conduct is particularly offensive when engaged in by any supervisor or person in authority. Supervisory and managerial employees are strictly prohibited from conditioning any hiring, promotion, scheduling, disciplinary or other job-related decisions on an individual’s submission to or toleration of inappropriate behavior which is prohibited by this policy. Any supervisor or manager who does so, or threatens to do so, will be removed promptly from his/her position and/or terminated.

## 3. Procedure for Complaints

Employees who feel that they are being harassed in any way by another employee or a third party (including a customer), should inform their immediate supervisor, the Human Resources Director, or CEO. Any concerns will be handled immediately. Similarly, if you witness behavior that you believe is inappropriate, you are encouraged to report it.

Any employee who experiences any job-related harassment, has a related complaint or believes that he/she or another employee has been treated in an unlawful discriminatory manner should report the matter promptly to his/her supervisor or the Human Resources Director. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Human

Resources Director or any other member of management. Employees can raise concerns and make reports of unlawful harassment without fear of reprisal.

The Authority will investigate all reports of unlawful harassment and discrimination, ensuring confidentiality to the extent possible. If the investigation finds merit in the complaint, appropriate disciplinary action, up to and including termination of employment, will be taken against the offending party.

Any form of retaliation against any individual for filing a complaint under this policy or for assisting in the investigation of a complaint is strictly prohibited. Any employee who feels he or she is being subjected to retaliation should contact the persons referenced above immediately.

The EWW is dedicated to maintaining a working environment free of discrimination and based on professionalism. We expect that all employees will continue to act responsibly to fulfill the EWW's commitment to working in such an environment. Any employee should not hesitate to speak to the Human Resources Director concerning any form of discrimination or harassment.

#### **4. Policy Approval**

<b>Approved By:</b>	Craig Palmer, CEO
<b>Revision History:</b>	Version 1.0, Approved October 25, 2024



# GENERAL HARASSMENT

Your signature on this form indicates that you have received a copy of, and understand, the Erie Water Works GENERAL HARASSMENT POLICY.

I hereby acknowledge that I have been informed of, understand, and received a copy of the Erie Water Works Sexual Harassment Policy.

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Signature

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Date