

chicago park district

Sexual Harassment Policy Summary

The Chicago Park District will not tolerate sexual harassment of any kind in the workplace. It is the policy of the Park District that all employees avoid offensive or inappropriate behavior at work, including behavior among employees and between employees and park patrons.

Sexual Harassment means any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- ❖ submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or receipt of Park District services; or
- ❖ submission to or rejection of such conduct by an individual is used as the basis of any employment or service decision affecting the individual; or
- ❖ such conduct has the purpose or effect of substantially interfering with the work performance of an employee or creating an intimidating, hostile or offensive environment for employees or patrons.

Any Park District employee who violates this policy shall be subject to disciplinary action, including discharge. Any Park District employee who feels he or she has been the victim of sexual harassment at work by anyone, including supervisors, co-workers, or in some cases non-employees (vendors, park patrons), must bring the matter to the attention of his or her Human Resources Manager or the Deputy Director of Human Resources immediately. Appropriate measures will be taken to keep the complaint as confidential as possible.

Retaliation against any person for having made a good faith complaint or report of sexual harassment, or participating in an investigation of sexual harassment is prohibited and should be reported to Human Resources Manager or the Deputy Director of Human Resources.

What is Sexual Harassment?

- ❖ Unwelcome sexual advances;
- ❖ Requests for sexual favors;
- ❖ Other verbal or physical conduct of a sexual nature.

SEXUAL HARASSMENT POLICY

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Examples of Sexual Harassment include:

- ❖ Pressure for sexual activity.
- ❖ Unwelcome touching, pinching, patting, or hugging.
- ❖ Sexual gestures or comments.
- ❖ Repeatedly asking out someone who has refused.
- ❖ Viewing sexually explicit materials
- ❖ Spreading rumors that are sexual in nature.

If you believe that you are the victim of sexual harassment:

- ❖ If you feel comfortable doing so, tell the harasser to stop and that you will not tolerate the behavior.
- ❖ Report the behavior either to your Human Resources Manager, or Deputy Director of Human Resources.
- ❖ **If you are a supervisor, you must document any related incident of sexual harassment and immediately notify your Human Resources Manager.**
- ❖ If you make a complaint, it will be thoroughly investigated and wrongdoers will be disciplined.

TO CONTACT:

Human Resources Managers (312) 742-5220

Deputy Director of Human Resources (312) 742-4642



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Sexual Harassment Policy

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received the Chicago Park District's Policy on Sexual Harassment, revised May 2006.

Employee Signature: _____

Printed Name: _____

Region: _____ Date Signed: _____

RETURN TO YOUR REGIONAL HUMAN RESOURCES DEPARTMENT

