
ANTI-HARASSMENT POLICIES

GENERAL ANTI-HARASSMENT POLICY*

The MMUA prohibits harassment of one employee by another employee, supervisor or third party based on race, creed, color, national origin, religion, nationality, ancestry, sex, pregnancy, breastfeeding, sexual orientation, gender identity or expression, disability, familial status, marital status, domestic partnership/civil union status, liability for military service, and atypical hereditary cellular or blood trait, genetic information, age or other protected status.

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee harasses another for any reason. While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.

Any employee who feels that (s)he is a victim of such harassment should immediately report the matter to the Executive Director, Superintendent, or Human Resource Manager. The Authority will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee because he or she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.

ANTI-SEXUAL HARASSMENT POLICY

The MMUA prohibits employees from engaging in sexual harassment of any other employee, or of anyone else that the employee encounters through Authority work (including, for example, vendors or visitors). Unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such 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 working environment. The following examples are a partial list of the types of conduct that may constitute sexual harassment (depending on the circumstances):

- Unwelcome/unwanted sexual advances;
- Propositions or requests for sexual favors;
- Repeated unwelcome requests for dates;
- Off-color jokes or innuendoes; obscene, lewd or suggestive language; or sexually oriented or explicit remarks (including questions, comments or gossip about sexual conduct, experiences, prowess, or deficiencies);
- Derogatory comments based on gender;
- Inappropriate or sexually suggestive touching, such as grabbing, groping, fondling, kissing, brushing up against another's body, stroking someone's hair, or rubbing or massaging someone's neck or shoulders;
- Other sexually suggestive gestures or physical movements;
- Posting, displaying or distributing any sexually oriented, sexually explicit or demeaning materials (such as posters, calendars, photographs, graffiti, cartoons, figurines, e-mails, etc.);
- Standing too close, leering, staring or stalking; or
- Other verbal or physical conduct that is of sexual nature of that is based on gender.

Prohibited sexual harassment also includes any effort by a person in authority to use his or her position or authority to control, influence, or affect the career, salary, employment, or terms and conditions of employment, of an employee or prospective employee in exchange for sexual favors.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves co-worker harassment, harassment by a supervisor or manager, or by persons doing business with or for the Authority.

All employees, including supervisors and managers, have a responsibility to maintain a workplace free of any form of sexual harassment. Any employee who believes he or she has witnessed or is being subjected to sexual harassment must immediately report the matter to the Executive Director, Superintendent, or Human Resource Manager in accordance with our complaint procedure for issues of possible discrimination or harassment.

WORKPLACE VIOLENCE POLICY

All employees have the right to expect a place of employment that is free from behavior that can be considered harassing, abusive, disorderly or disruptive. Any violent behavior or behavior that creates a climate of violence, hostility, or intimidation will not be tolerated, regardless of origin. Proactive measures will be taken to minimize the potential for violent acts. Each and every act or threat of violence will result in an immediate and firm response that could, depending on the severity of the incident and/or other relevant considerations, include termination from employment with the Authority.

This policy includes, but is not limited to, the following behaviors and situations:

- Violent or threatening physical contact (including fights, pushing and physical intimidation).
- Direct or indirect threats
- Threatening, abusive or harassing phone calls
- Possession of a weapon on Authority property
- Destructive or sabotaging actions against Authority or employees' personal property
- Stalking
- Violation of a restraining order
- Threatening acts or abusive language that leads to tension within the work environment

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Authority property shall be removed from the premises as quickly as safety permits, and shall remain off Authority premises pending the outcome of an investigation. No existing Authority policy, practice or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing.

Reporting Procedure

Reporting procedures have been developed to encourage early reporting, support and stress reduction for employees as well as the prevention of violence. Any employee can report concerns or incidents to his or her immediate supervisor, the Executive Director, or Superintendent. In the case of a complaint against a Board Member, the Chair of the Board should be notified. In the case of a complaint against the Board Chair, the Authority Solicitor shall be notified.

The Authority will initiate an appropriate response. This response may include, but is not limited to, termination of employment and/or criminal prosecution of the person(s) involved.'

All employees who obtain a protective restraining order, which lists the Authority premises as being a protected area, must provide to the Executive Director or Superintendent a copy of any temporary or permanent protective or restraining order.

The Authority understands the sensitivity of the information requested and has developed confidentiality procedures, which recognizes and respects the privacy of the employee (s).

Board Members are subject to censure or removal for violating the Workplace Violence Policy.