

**HUMAN RESOURCES DEPARTMENT POLICY**  
**San Luis Obispo County**

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<b>Topic: San Luis Obispo County Policy Against Discriminatory Harassment</b>	
<b>Subject:</b> Workplace Safety/Employee Rights	<b>Adopted by the Board of Supervisors: May 18, 1999</b>
<b>CSC Rule:</b> n/a	<b>Revised: August 2004; June 2009</b>
<b>Location:</b> P:\Personnel Technicians - Central Files\Forms\Discrimination and Harassment Prevention.doc	<b>Approval:</b>
	<b>Date:</b>
	<b>Note:</b> Original signed copy on file in the Human Resources Department

This memo is to remind employees it is the policy of San Luis Obispo County that all employees shall have a working environment free of unlawful discrimination. A businesslike workplace assures courteous treatment for both employees and the public we serve. Sexual harassment is employee misconduct that constitutes illegal sex discrimination and is grounds for disciplinary action.

**Sexual Harassment:** Includes unwelcome sexual overtures by any officer, employee, supervisor or manager, whether written, verbal, physical or visual and whenever:

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

Often, simply advising someone of the offensive nature of his/her behavior will resolve the problem. If possible, an employee should inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, and highly inappropriate. An employee who wishes to seek advice is encouraged to contact the County's Affirmative Action Office at telephone number (805) 781-5011.

**Please note:** It is the policy of the Human Resources Department to investigate all allegations of sexual harassment, including those in which anonymity is requested. Confidential advice is also available from the County's Employee Assistance Program at telephone number (800) 999-7222.

When an employee's efforts to resolve a sexual harassment concern are unsuccessful, or when an employee feels uncomfortable or threatened in raising the issue with the harasser, the employee is urged to:

1. Advise, in writing, closest level supervisor not a part of the problem or departmental personnel staff of the situation; and
2. Make a written complaint to the Human Resources Department, which will be investigated with the appointing authority.

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Further, every employee has the right to use the formal written grievance procedures of the Civil Service Commission.

The County's Affirmative Action Officer (extension 5011) is available to discuss inquiries, formal and informal complaints and appropriate solutions.

Employees are also advised that state and federal enforcement agencies are available to provide protection to victims of sexual harassment. Those agencies are:

<u>Agency</u>	<u>Telephone No.</u>
State of California Fair Employment and Housing (Ventura Office)	(805) 654-4513
United States Equal Employment Opportunities Commission (Los Angeles Office)	(213) 251-7278