

RESOLUTION NO. 7-92

A RESOLUTION AMENDING THE PERSONNEL RULES OF THE SEWER
AUTHORITY MID-COASTSIDE TO INCLUDE A HARASSMENT POLICY

RESOLVED, by the Board of Directors of the Sewer
Authority Mid-Coastside, San Mateo County, California, as
follows:

WHEREAS, this Board did, by its Resolution No. 9-86
adopt a Personnel System and by Resolution No. 10-86
establish Personnel Rules;

WHEREAS, the aforementioned Personnel System provides
for amendments to the Personnel Rules by action of this
Board;

WHEREAS, an amendment to the Personnel Rules to include
a harassment policy has been presented to this Board;

WHEREAS, the proposed amendment has been presented to
the appropriate employee organization as provided for in the
Personnel System;

NOW THEREFORE, it is determined and ordered that:

1. The harassment Policy set forth in Exhibit A hereto
is hereby adopted as an amendment to the Personnel Rules of
this Authority.

2. The Secretary is hereby authorized and directed to
transmit a copy of this resolution to the appropriate
employee organization.

* * * * *

I hereby certify that the foregoing is a full, true and
correct copy of the Resolution duly passed and adopted by
the Board of Directors of the Sewer Authority Mid-Coastside
at a regular Board meeting thereof held on the 28th day of
SEPTEMBER 1992, by the following vote:

AYES, and in favor thereof,

PROSSER, OKONEK, PASTORINO
PATTERSON, WALL, BRIODY.

NOES, NONE.


Directors:

ABSENT, NONE.

Directors:

ABSTAIN, NONE.

Directors:


Chairman
Sewer Authority Mid-Coastside

COUNTERSIGNED:


Secretary
Sewer Authority Mid-Coastside

RULE XVI. HARASSMENT

SEC. 1. PURPOSE

To affirm the policy of Sewer Authority Mid-Coastside (SAM) that all employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive, including sexual harassment.

SAM's position is that harassment, especially of a sexual nature, is a form of misconduct that undermines the integrity of the employment relationship. No employee -- either male or female -- should be subject to unsolicited and unwelcome sexual overture or conduct, either verbal, physical, written or visual.

SEC. 2 POLICY

Harassment of an applicant or employee by a supervisor, management employee or co-worker on a basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age will not be tolerated.

Employees who engage in such behavior will be subject to disciplinary action up to and including dismissal.

SEC. 3 DEFINITION

Harassment as defined in this section below, violates Title VII of the Civil Rights Act of 1964, the California Government Code Section 12940, regulatory guidelines of the Equal Employment Opportunity Commission, the California Fair Employment and Housing Commission and this policy of SAM.

Harassment includes, but is not limited to:

- (a) Verbal Harassment - Threats, epithets, derogatory comments, slurs, jokes or remarks on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age, either oral or written.
- (b) Physical Harassment - Assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age.

- (c) Visual Forms of Harassment - Leering, derogatory gestures, posters, notices, bulletins, cartoons, or drawings on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age.
- (d) Sexual Harassment - Unwelcome sexual advances (either physical, verbal, written or visual), requests for favors and other verbal or physical conduct of a sexual nature which is conditioned upon an employment benefit and which unreasonably interferes with an individual's work performance or creates and intimidating, hostile or offensive work environment.

SEC. 4 COVERAGE

All employees.

SEC. 5 MANAGEMENT RESPONSIBILITY

Harassment, whether committed by supervisory or nonsupervisory personnel, is specifically prohibited as unlawful and against SAM policy. Management is responsible for taking effective action in response to complaints of harassment and for promoting an atmosphere and attitude that is free from discrimination and harassment.

SEC. 6 POLICY IMPLEMENTATION

- (a) It is the responsibility of each supervisor to make sure that his or her area is in full compliance with this policy.
- (b) It is the responsibility of any employee who feels he or she has been subjected to harassment, or is aware of such harassment, to promptly report the matter to his or her supervisor, the Accountant or the Manager. The reporting of the matter to the Accountant or the Manager is available in the event the employee is uncomfortable for any reason with reporting the matter to his or her immediate supervisor.
- (c) It is the responsibility of the person who receives a report or has knowledge of harassment to promptly contact the appropriate personnel so that appropriate action can be taken.

- (d) All complaints of harassment will be investigated. After the conclusion of the investigation, a determination will be made regarding resolution of the matter. If warranted, disciplinary action will be taken, up to and including dismissal.

SEC. 7 NON-RETALIATION

This policy also prohibits retaliation against any employee who complains of sexual harassment or assists in investigating such complaints. Employees will not be adversely affected or discriminated against or discharged for making or assisting in the investigation of a complaint of harassment.

SEC. 8 DISSEMINATION OF POLICY

This Policy shall be sent to all employees, supervisors, and managers and copies of the policy shall be posted in appropriate places.