



Luke A. Bronin
Mayor

POLICY NO: 006

DATE: February 1, 2018

DISTRIBUTION: Affected Personnel

SUBJECT: Sexual Harassment

I. PURPOSE:

The purpose of this policy memorandum is to establish the City's policy regarding sexual harassment. It is the policy of the City of Hartford that the sexual harassment of employees is unacceptable and prohibited. This stance is consistent with the City of Hartford's efforts to maintain equal employment, non-discrimination in program services, use of facilities, and the Affirmative Action program.

II. RESPONSIBILITY:

It shall be the responsibility of all City personnel to comply with these provisions.

III. IT IS THE POLICY OF THE CITY OF HARTFORD:

- i. That for general policy purposes, sexual harassment may be described as sexual advances, requests for sexual favors, and other physical conduct and expressive behavior of sexual nature when:
 - i. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or education;
 - ii. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
 - iii. conduct has the purpose or effect of interfering with an employee's professional performance or creating an intimidating, hostile or demeaning employment environment or unwanted sexual humor.
- i. To provide a work atmosphere that is conducive to productivity.
- ii. To investigate all complaints of sexual harassment.
- iii. To discipline any employees found guilty of sexual harassment.
- iv. To provide all employees, particularly department managers and supervisors, with a working understanding of sexual harassment, its prevention and actions to take when complaints of sexual harassment are brought to their attention.