



**PEDRO E. SEGARRA**  
Mayor

**CITY OF HARTFORD  
POLICY MEMORANDUM**

SUBJECT: Sexual Harassment Policy

NO: 006

Date: October 23, 2013

DISTRIBUTION: Affected Personnel

Approved: Albert Ilg  
Albert Ilg, Chief Operating Officer

**I. PURPOSE**

The purpose of this 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 to 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:**

- a. 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 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.
- b. To provide a work atmosphere that is conducive to productivity.
- c. To investigate all complaints of sexual harassment.
- d. To discipline any employees found guilty of sexual harassment.
- e. 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.



**CITY OF HARTFORD  
SEXUAL HARASSMENT POLICY**

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 to facilities, and the Affirmative Action program.

Sexual harassment is the introduction of sexual activities or comments into the working situation.

Oftentimes, sexual harassment involves relationships of unequal power and contains elements of coercion- as when compliance with requests for sexual favors becomes a criterion for granting work, overtime or other benefits. However, sexual harassment may also involve relationships among equal, as when repeated sexual advances or demeaning verbal behavior, or any hostile offensive, intimidating or humiliation, unwanted sexual behavior, humor or speech have a harmful effect on a person's ability to work.

Sexual harassment is prohibited by both the Federal Civil Rights of 1964 as amended in 1972 (specific guidelines became effective November 10, 1980) and by the Connecticut Fair Employment Practices Act, which was amended, effective October 1, 1980, to add a prohibition of sexual harassment in employment. The City of Hartford is committed to:

Provide a work atmosphere that is conducive to productivity.

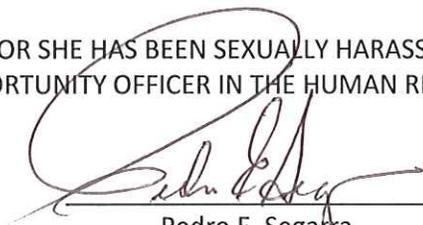
Investigate all complaints of sexual harassment.

Discipline any employees found guilty of sexual harassment.

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.

ANY CITY EMPLOYEE WHO FEELS THAT HE OR SHE HAS BEEN SEXUALLY HARASSED SHOULD CONTACT THE EQUAL EMPLOYMENT OPPORTUNITY OFFICER IN THE HUMAN RESOURCES DEPARTMENT.

11/20/2013  
Date

  
Pedro E. Segarra  
Mayor

THIS STATEMENT IS AVAILABLE IN ALTERNATIVE FORMATS FROM THE DEPARTMENT OF HUMAN RESOURCES BY CALLING (860) 757-9800.

\*\*Revised 10/30/2013\*\*