



OFFICE OF THE MAYOR
City of Middletown
CONNECTICUT 06457

Benjamin D. Florsheim
MAYOR

ZERO TOLERANCE POLICY STATEMENT
Harassment and Violence in the Workplace Prevention

PURPOSE:

The City of Middletown is committed to providing a safe work environment where all people are treated with respect, professionalism, and dignity. In addition, the City of Middletown is committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Any acts of violence, threats, intimidation, and other disruptive behavior in the workplace will not be tolerated. All reported incidents will be taken seriously and dealt with appropriately. Employees deemed to be in violation of this Policy may face discipline, up to and including termination.

Prohibited Conduct:

Harassment is prohibited based on all protected classes including age, ancestry, color, genetic information, learning disability, marital status, past or present history of mental disability, intellectual disability, national origin, physical disability, including but not limited to blindness, race, religious creed, sex, including pregnancy, sexual harassment, transgender status, gender identity or expression, sexual orientation or civil union status, political belief, military or veteran status, or criminal record. Both Harassment and Sexual Harassment are illegal and prohibited in the workplace in accordance with Title VII of the 1964 Civil Rights Act, 42 U.S.C. §2000e-2(a)(1), and the Connecticut General Statutes §46a-60 et seq., which prohibits various forms of discrimination and illegal harassment in employment and the workplace. The City of Middletown will not tolerate discrimination or harassment on the basis of a protected class by anyone. Employees, managers, and non-supervisors as well as vendors, clients, and customers alike are expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur in the workplace, at assignments outside the workplace, or at City-sponsored events. It is a violation for any supervisor or employee, male or female, to engage in the acts or behavior defined in this City policy.

Harassment:

Harassment is defined as unwelcome conduct, whether verbal, physical, written, or graphic that is based upon a person's inclusion in a protected class. The City will not tolerate harassing or bullying conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Offensive behavior includes but is not limited to verbal taunting which in the opinion of the employee impairs his/her ability to perform the job. Generally, harassment conduct is repetitious and persistent in nature towards another person.

Municipal Building: 245 deKoven Drive, Middletown, CT 06457
TEL: (860) 638-4801 FAX: (860) 638-1901 Email: mayor@middletownct.gov

Violence in the Workplace:

The City also affirms its dedication to foster a workplace that condemns all forms of racist expression or acts of intolerance. The City has zero tolerance with regards to substance abuse, violence in the workplace, drugs, alcohol, abusive, threatening, and offensive language or conduct directed at staff, co-workers, citizens, vendor, or visitors.

Prohibited conduct, except as may be required as a condition of employment, shall be as follows: no employee shall bring to the worksite any weapon or dangerous instrument as defined in this policy; no employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument; and no employee shall cause or threaten to cause death or physical injury to any individual. A weapon means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having any automatic spring release device, a stiletto, any police baton or nightstick, any martial arts weapon, or electronic defense weapon. A dangerous instrument means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury. Any weapon or dangerous instrument at the workplace will be confiscated. There is no reasonable expectation of privacy with respect to such items being in the workplace. No employee shall commit any conduct, either verbal or physical, that is abusive, threatening, intimidating, or demeaning.

REPORTING HARASSMENT AND VIOLENCE IN THE WORKPLACE:

Emergency Situation: For an emergency situation, an employee who believes that there is a serious threat to his/her safety or the safety of others that requires immediate attention should contact 911. The employee must also contact his/her immediate supervisor and notify the Office of Equal Opportunity and Diversity Management at 860.638.4830.

Non-Emergency Situation: For a non-emergency situation, any employee who feels subjected to or witnesses violent, threatening, or intimidating behavior in the workplace should immediately document and report the incident within 48 hours to his/her immediate supervisor and notify the Office of Equal Opportunity and Diversity Management at 860.638.4830 so that the office may evaluate and advise the department head or supervisor on the appropriate action.

Department heads and supervisors are to promptly look into or conduct an internal investigation into a complaint or incident unless such incident involves the department head or supervisor thus requiring the investigation to be conducted by the City's Director of Equal Opportunity and Diversity Management. Department heads and supervisors are to document the outcome of the complaint or incident, which must be submitted to the Office of Equal Opportunity and Diversity Management for record. Failure of a department head or supervisor to report such complaints to Faith M. Jackson, Director of Equal Opportunity and Diversity Management, at 860.638.4830 or to the Mayor's designee in her absence within a reasonable time could result in disciplinary action, including but not limited to termination.

Complaints may be made in person or in writing. For clarity, all complaints should be reported in writing and signed. Complaints made in person or given verbally directly to the Office of Equal Opportunity and Diversity Management or to the Mayor's designee in her absence will be committed to writing, which must be signed by the complainant, preferably before an investigation is conducted. The employee's department head or supervisor will be notified when a complaint is submitted to the Director of Equal Opportunity and Diversity Management or to the Mayor's designee in her absence. At the discretion of

the Mayor, serious forms of misconduct that could result in termination or substantial suspension of more than fifteen 15 days may be referred to an independent, outside investigator hired by the City.

An employee suspected of violating this policy may be placed immediately on Administrative Leave pending the result of an investigation. If the complaint is found to have merit, an employee using violent, threatening, intimidating, harassing, or abusive conduct or actions towards another employee, citizen, vendor, or visitor shall be subject to discipline beginning with suspension up to and including termination. Any employee found to have knowingly or maliciously filed a false accusation may constitute misconduct for which disciplinary action may be imposed.

An appropriate complaint procedure has been established for the City of Middletown to ensure that the appropriate authorities receive, look into or investigate, and resolve complaints. The Office of Equal Opportunity and Diversity Management complaint process may appropriately be used to adjudicate accusations of racism, intolerant acts, or violent acts in the workplace. Reported incidents will be investigated within ninety days of filing, except that an extension beyond 90 days may be extended by the Mayor as needed. To the extent permissible by law, any reported incidents will be kept as confidential as possible. The City will not tolerate any retaliation against any employee who files a complaint or participates as a witness. The Office of Equal Opportunity and Diversity Management is responsible for implementation of this policy. This policy shall be posted and distributed annually to all employees of the City of Middletown.



BENJAMIN D. FLORSHEIM, MAYOR



Date Approved