

# SALINE COUNTY PERSONNEL POLICIES AND PROCEDURES

**EFFECTIVE DATE** 05-08-91  
**SUPERSEDES**

**SECTION NO.** 40 **PAGE** 1  
**POLICY NO.** 29 **OF** 2

**SUBJECT:** Sexual, Ethnic, Racial, Religious and  
Age-related Harassment

**SCOPE:** All Employees of Saline County

1. In order to maintain a quality working environment for all employees or potential employees of Saline County so that they may work free from intimidation, humiliation, and insult and not be subjected to offensive physical or verbal abuse or actions of a sexual, ethnic, racial, religious, or age related nature, the following policy is adopted.
2. Sexual, ethnic, racial, religious, and age related harassment is an offense against the County and against any specific employee or group of employees. Offenses refer to physical or verbal actions that have the purpose or effect of creating a hostile, offensive, or intimidating working environment or has an ethnic, racial, religious, age or sex basis, or both. Examples would include, but are not limited to: physical contact of a sexual nature; sexual, racial, ethnic, religious, or age related jokes, comments, insults, cartoons, innuendos; or personal conduct or mannerisms that could be construed as offensive.
3. It is the County's position to take affirmative action to prevent such unwanted conduct from occurring and to deal with all such reported incidents in a fair, impartial, and speedy manner. All complaints or incidents will be investigated on a case-by-case basis.
4. In those cases where a violation has been shown to occur immediate action will be taken to remedy the situation and to prevent its reoccurrence.
5. All persons who violate this policy will be subjected to disciplinary procedures up to and including termination.
6. It is each employee's responsibility to help eliminate all forms of prohibited harassment and unwanted conduct.
7. It is every supervisor's responsibility to prevent such behavior from occurring within their work area.

8. When incidence of harassment occur they are to be reported immediately to the Supervisor, the Department Head or Elected Official, the County Administrator, the Personnel Director, or any other supervisor of the employee's own choosing.