

WORKPLACE ANTI-HARASSMENT POLICIES

WHAT YOUR LOCAL GOVERNMENT'S POLICY MUST INCLUDE

A comprehensive anti-harassment policy is the cornerstone of a local government's efforts to prevent harassment in the workplace. An anti-harassment policy should include the following:

- An unequivocal statement that harassment based upon any protected characteristic will not be tolerated (“Zero Tolerance”)
- An exhaustive list of the characteristics protected by federal and state law: age, color, disability (mental and physical), gender, gender identification, genetic information, marital status, national origin, pregnancy, race, religion, and sexual orientation
- A description of prohibited conduct, including examples
- A description of the reporting system that must include multiple options of who the alleged behavior can be reported to
- A statement that the identities of the person(s) making a complaint, who serve as witnesses, and who are the subject(s) of the complaint will be, to the extent possible, kept confidential
- An assurance that any individual who complains about harassment in the workplace or provides information regarding alleged harassment will not be the subject of retaliation from anyone
- A statement that the investigation will: begin promptly, be thorough, and be impartial
- A statement that the information gathered will be kept confidential to the extent possible
- An assurance that the local government will take immediate and proportionate corrective action if it determines that harassment has occurred
- An explanation of the full range of discipline that can be imposed if it is determined that the policy has been violated
- For more information regarding harassment in the workplace and anti-harassment policies, go to: eoc.gov or mccr.maryland.gov

