



City of New Hope

## **SEXUAL HARASSMENT**

### **RECOGNIZE IT**

#### **RECOGNIZE SEXUAL HARASSMENT**

Sexual harassment involves any intentional or deliberate unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when submitting to such advances is made explicitly or implicitly a term or condition of a person's employment or work assignment. If you are uncertain whether or not you have experienced sexual harassment, discuss the incident with someone you trust.

### **REFUSE IT**

#### **REFUSE SEXUAL HARASSMENT**

Anyone who experiences sexual harassment is encouraged to tell the alleged offender that such behavior is offensive and that the behavior should be stopped. Record the time, date, place, and witnesses of each and every incident of sexual harassment.

If approaching the alleged harasser is not successful or if you are uncomfortable approaching him or her, go to your supervisor or staff member with whom you feel comfortable, or go to the Designated Officer.

### **REPORT IT**

#### **REPORT SEXUAL HARASSMENT**

Report every incident of sexual harassment you experience or witness.

All initial reports and discussions are strictly confidential.

New Hope has two Designated Officers who receive and investigate all sexual harassment complaints. Any complaint, concern, or question about sexual harassment may be directed to them.

### **RIGHTS AND RESPONSIBILITIES**

We all have the right to work in an environment free of sexual harassment.

We also have the responsibility to do our part to ensure the City is free of sexual harassment.

To fulfill our public service we must foster an open working environment at New Hope. It is our mutual obligation to provide a setting free from the threat or reality of sexual harassment. Unwanted behavior of a sexual nature creates an intimidating, hostile, and offensive environment which cannot be tolerated.

By following the three basic steps - *Recognize, Refuse, Report* – you can help prevent the occurrence of sexual harassment in our City.

### **LET US HELP**

If you have a complaint, concern, or question about sexual harassment, contact a Designated Officer:

Rich Johnson  
Reece Bertholf  
Andrea Phinney