

RESOLUTION NO. 78-92
SEXUAL HARASSMENT POLICY

Mason County prohibits sexual harassment of its employees in any form. Employees must not engage in such prohibited conduct and where such conduct is found to exist, discipline will result.

Unwelcome sexual advances, request for sexual favors, or other verbal, physical, or visual conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made a condition of an individual's employment; or
- submission or rejection of such conduct is used as a basis for making decisions affecting the individual; or
- such conduct -- intentionally or unintentionally -- unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Any employee who is aware of any instances of sexual harassment should report the alleged act immediately to his or her supervisor. If the employee is uncomfortable in discussing the matter with the supervisor or if the supervisor is not available, the employee should report the alleged act immediately to Central Services Administration/Personnel Division.

All complaints will be investigated immediately and, upon completion of the investigation, the appropriate parties will be notified immediately of the findings. Any supervisor, agent, or other employee who has been found to have sexually harassed another employee will be subjected to appropriate corrective action, ranging from a disciplinary warning to termination. No employee will suffer retaliation for reporting instances of sexual harassment.

We trust that all employees of Mason County will act responsibly to maintain a pleasant working environment, free of discrimination, allowing for each employee to perform to his or her maximum potential. Mason County encourages any employee to bring questions he or she may have regarding discrimination of this type to Central Services Administration/Personnel Division.

Dated this 11th day of August, 1992.

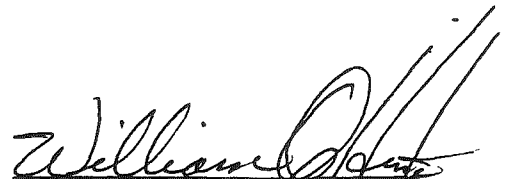
BOARD OF MASON COUNTY COMMISSIONERS



Laura E. Porter
Chairperson

Absent

Michael D. Gibson
Commissioner



William O. Hunter
Commissioner

WE, the undersigned elected officials of Mason County, do hereby approve and adopt the attached SEXUAL HARASSMENT POLICY, which was adopted by the Board of Mason County Commissioners on August 11, 1992

[Signature]
ASSESSOR

8-24-92
DATE

AUDITOR
[Signature]
CLERK

DATE
8-24-92
DATE

DISTRICT COURT JUDGE

DATE

PROSECUTING ATTORNEY

DATE

SHERIFF
[Signature]
SUPERIOR COURT JUDGE

DATE
8-25-92
DATE

SUPERIOR COURT JUDGE
[Signature]

DATE
9-17-92

TREASURER

DATE

[Signature]
Assessor

[Signature]
Auditor

[Signature]
Clerk

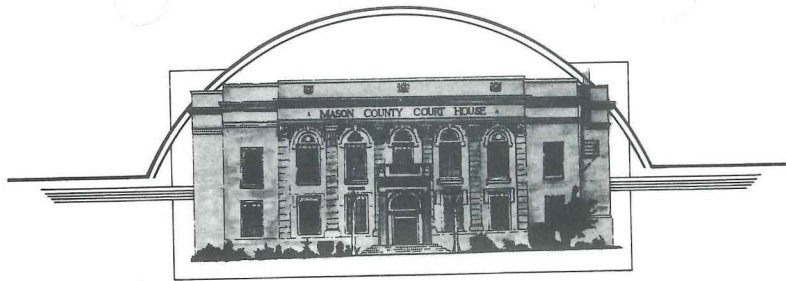
- Not Signed
District Court Judge

[Signature]
Prosecuting Attorney

[Signature]
Sheriff

[Signature]
Superior Court Judge

[Signature]
reasurer



**MASON COUNTY
CENTRAL SERVICES ADMINISTRATION**
MASON COUNTY COURTHOUSE BUILDING I
411 NORTH FIFTH (206) 427-9670 EXT. 423
SHELTON, WASHINGTON 98584

MEMO

TO: Elected Officials
FROM: Ione Siegler, Act. Risk Mgr. *ims*
DATE: August 21, 1992
SUBJECT: **MASON COUNTY SEXUAL HARASSMENT POLICY**

I've attached an original signature sheet (for all elected officials except the Board of County Commissioners) and the Sexual Harassment Policy adopted by the Board of County Commissioners on August 11th. Please sign the signature sheet (if you approve/adopt the Sexual Harassment Policy) and forward the signature sheet on to the next official listed for their signature. I need an original signature sheet signed by all elected officials (who approve the policy) for our files. Your signature on the signature sheet is legal documentation that you have approved the policy for your department.

Attachment.

