

## **RESOLUTION 2009-01**

### **A RESOLUTION TO AMEND THE PERSONNEL MANUAL OF THE CITY OF BELLE MEADE**

WHEREAS, the TML Risk Management Pool conducted its biennial Casualty Loss Control Survey for the City of Belle Meade on October 8, 2008; and

WHEREAS, as a result of the Survey, the TML Risk Management Pool recommended the adoption of a General Harassment Policy; now, therefore:

BE IT RESOLVED by the City of Belle Meade, Tennessee as follows:

SECTION 1. In the City Personnel Manual, under RULES OF CONDUCT, delete number 12 in its entirety.

SECTION 2. Replace the deleted section with the following:

#### **WORKPLACE HARASSMENT POLICY**

The City of Belle Meade strictly prohibits harassment on the basis of race, color, religion, gender, national origin, age, or disability as such actions constitute discrimination. No City employee shall engage in harassment of any form.

Harassment is defined as unwelcomed or unsolicited speech or conduct based upon race, sex, creed, religion, national origin, age, color, or handicapping condition as defined by the Americans With Disabilities Act that creates a hostile work environment or circumstances involving quid pro quo.

Sexual Harassment as defined by the Equal Employment Opportunity Commission is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment,

unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Any City employee who believes he or she may have a complaint of harassment should file a complaint within 30 days of the occurrence directly with the Chief of Police and/or the City Manager. If this is not appropriate, such conduct should be reported to the Mayor. The City will conduct an investigation into any allegation of harassment. An administrative official of the City (Chief of Police, City Manager, or Mayor) will advise the employee of the outcome of the investigation. The Mayor or the City Manager will take any action he/she deems necessary to preserve the integrity of the organization and to ensure the efficiency and effectiveness of the City's operations.

Employees witnessing harassment shall also report such conduct to the appropriate City official. Retaliation toward any employee exercising his or her right and duty to address perceived harassment will not be tolerated.

SECTION 3. This Resolution shall become effective upon its passage.

Date of Adoption:

**January 21, 2009**

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Mayor Gray O. Thornburg

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City Recorder Linda Berner