



GREENVILLE COUNTY
SHERIFF'S OFFICE

GO - 109

GENERAL ORDERS

SEXUAL, RACIAL, RELIGIOUS, ETHNIC HARASSMENT

PURPOSE:

Sheriff's Office policy to maintain a quality-working environment for all present and potential employees, regardless of race, color, religion, sex (including pregnancy), age disability or national origin. Federal law mandates that employees work in an environment free from intimidation, humiliation, insult or subjection to offensive physical or verbal abuse, or any other actions of a sexual, ethnic, racial or religious nature.

**HARASSMENT
DEFINED:**

Sexual, ethnic, racial, or religious harassment – The EEOC defines harassment as unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

Offensive conduct may include, but are not limited to:

- Offensive jokes, slurs, insults, ridicule or mockery
- Physical assaults, threats or intimidation
- Physical conduct of a sexual nature
- Offensive objects or pictures

POLICY:

It is the Sheriff's Office position to take positive steps 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. In those instances where a violation has been shown to occur, immediate action will be taken to remedy the situation and prevent its reoccurrence.

Employee Responsibility - It is the responsibility of all personnel to help eliminate any form of harassment or unwanted conduct.

Supervisor Responsibility - It is each supervisor's responsibility to prevent any form of harassment or unwanted conduct within his/her span of control.


PROCEDURE:

When incidents of harassment have occurred: Employees should immediately report the incident to a supervisor, directly to the Sheriff or County Human Resources.

Complaint Investigator Responsibility:

- Thoroughly investigate the allegation.
- Forward findings and action taken in writing to the Sheriff via the concerned Division Commander. The Division Commander is to include his/her comments with the report.

Violators - All persons who violate this policy are subject to disciplinary procedures up to and including termination. Sexual harassment involving physical contact could result in criminal charges filed against the offender.



Hobart Lewis, Sheriff