

## SEXUAL HARASSMENT AND DISCRIMINATION PREVENTION FOR VOLUNTEERS

Harassment is a form of discrimination which is prohibited by federal law and Salt Lake County policy. Discrimination and harassment on the basis of a person's Race, Color, Religion, National Origin, Sexual Orientation, Marital Status or Sex is prohibited under County policy. Sexual harassment is a form of sex discrimination.

**Volunteers,  
Sexual Harassment or Discrimination is NOT to be taken lightly, anyone engaging in conduct prohibited by law could be held personally liable!**

Sexual harassment is defined under Federal Law and County Policy 5730 as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) submission to or rejection of such conduct by such individual is used as the bases for employment decisions affecting such individual, or
- (3) such conduct has the purpose or effect fo unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The three elements are:

**FIRST**, the conduct must be of a sexual nature. This means either words, physical ontact or gestures.

**SECOND**, the conduct must be unwelcome.

**THIRD**, a job related factor must also be present:

- A. Submission to the unwelcome conduct is a condition of employment.
- B. Submission to the unwelcome sexual activities results in a positive or negative employment decision.
- C. The unwelcome sexual conduct may also interfere with work performance and create a hostile, intimidating or offensive working environment.

In summary, sexual harassment is unwelcome sexual conduct that affects the victim's working conditions.

### **Preventing Harassment-**

The first line of prevention is to avoid doing or saying anything that might offend someone.

The second line of prevention is to report incidents of harassment or discrimination under County policy.

You may report to: Any supervisor in your area, the County EEO Manager 468-2622, the County Personnel Director, your Volunteer Coordinator, the County Mayor, any County Council member, or Utah Anitdiscrimiantion Division.

Salt Lake County will not tolerate any sexual harassment in the workplace and policy provides for immediate investigation with appropriate discipline for anyone who engages in harassment.