

New Berlin Police Department Directives Manual		Directive Title: Harassment in the Workplace			
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Purpose

The City of New Berlin is committed to a healthy and safe work environment in which all individuals are treated with respect and dignity. This policy will provide procedures for reporting, investigating and resolving complaints of harassment, discrimination, retaliation and bullying.

Policy

It is the policy of the City of New Berlin that all employees have the right to work in an environment free of all forms of harassment, discrimination, and retaliation and bullying. The City offers fair and equal employment opportunities and prohibits discrimination and harassment based on an employee's or applicant's age, race, color, creed, religion, disability, handicap, marital or parental status, sex, sexual orientation, national origin, ancestry, citizenship, political affiliation, arrest or conviction record not substantially related to a person's job, pregnancy, membership in the military, or use or nonuse of lawful products off City property during non-work hours or any other reason prohibited by state or federal laws. The City will not tolerate, condone, or allow harassment, discrimination, retaliation or bullying of an employee or applicant for employment by any other employee or third party who conducts business with the City. The City considers harassment, discrimination, retaliation and bullying of others to be forms of serious employee misconduct. Therefore, the City shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment, discrimination, retaliation and bullying. A violation of this City policy may lead to discipline up to and including termination, with repeated violations, even if minor, resulting in greater levels of discipline as appropriate.

Guidelines

New Berlin Police Department personnel shall follow the City of New Berlin Anti-Harassment, Discrimination, Retaliation, & Bullying General Administration Policy. The policy provides guidance to supervisors and employees in prohibiting harassment in the workplace and provides a means by which harassment can be reported, including a means by which it can be reported if the offending party is in the complainant's chain of command.

Complaint Procedures

Employees wishing to file a complaint of either sexual harassment, or other unlawful harassment occurring in the workplace, should follow the procedures outlined in the [City of New Berlin Harassment in the Workplace Policy](#).

By Order of: 
 Jeffrey Hingiss Chief of Police