

**RESOLUTION NO. 2017-17**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
ADOPTING A HARASSMENT PREVENTION POLICY.**


**WHEREAS**, the Mason Transit Authority ("MTA") Board desires to develop a policy to ensure that all MTA employees, Authority Board, Advisory Board, contractors or vendors are able to work in a workplace free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability or any other basis protected by federal, state or local laws;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that Policy No. 308 providing for a harassment prevention policy, which is attached hereto and incorporated herein is approved and adopted;

**BE IT FURTHER RESOLVED** that POL-308 shall supersede and replace in full any previously adopted or approved unfair competition policies and procedures.

Adopted this 18<sup>th</sup> day of July, 2017.

  
\_\_\_\_\_  
Terri Drexler, Chair

  
\_\_\_\_\_  
John Campbell, Vice-Chair


\_\_\_\_\_  
Wes Martin, Authority Member

  
\_\_\_\_\_  
Tracy Moore, Authority Member

  
\_\_\_\_\_  
Randy Neatherlin, Authority Member

  
\_\_\_\_\_  
Deborah Petersen, Authority Member

  
\_\_\_\_\_  
Don Pogreba, Authority Member

  
\_\_\_\_\_  
Sandy Tarzwell, Authority Member

  
\_\_\_\_\_  
Kevin Shutty, Authority Member

APPROVED AS TO CONTENT:   
\_\_\_\_\_  
Danette Brannin, General Manager

APPROVED AS TO FORM:   
\_\_\_\_\_  
Robert W. Johnson, Legal Counsel

ATTEST:   
\_\_\_\_\_  
Tracy Becht, Clerk of the Board

DATE:   
\_\_\_\_\_  
July 18, 2017



<b>Title:</b>	Harassment Prevention Policy
<b>Number:</b>	308
<b>Effective:</b>	July 18, 2017
<b>Cancel:</b>	N/A
<b>Prepared by:</b>	Danette Brannin, General Manager
<b>Approved by:</b>	Authority Board Resolution No. 2017-17

## **POL-307 HARASSMENT PREVENTION POLICY**

This policy applies to all Mason Transit Authority (MTA) employees, Authority Board, Advisory Board, contractors and vendors, hereon after referred to as "Employee."

### **1.0 Purpose**

MTA is committed to a workplace free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability or any other basis protected by federal, state or local laws.

### **2.0 Policy**

MTA has established a policy on workplace harassment, including the provision of guidelines for handling violations of the policy and specification of the appropriate complaint reporting. This policy will be communicated to every employee. No employee is exempt from this policy.

### **3.0 Definitions**

Examples of misconduct, discrimination or harassment based on race, religion, age, sex, national origin, disability or any other legally protected status is considered a form of employee misconduct.

Examples of such misconduct may include, but are not necessarily limited to:

- A request or demand for sexual favors accompanied by a threat concerning an individual's employment status or a promise of preferential treatment;
- Unnecessary and unwelcome touching of an individual, for example patting, pinching, hugging, or repeatedly brushing against another individual's body; or
- Offensive jokes, comments, slurs, emails, memos, faxes, posters, cartoons or gestures.

### **4.0 Discipline**

Disciplinary action, up to and including termination, may be taken against any employee engaging in this type of behavior. Disciplinary action may also be taken against any employee who in bad faith makes a false or dishonest claim of harassment or discrimination.

Any supervisor or manager who has knowledge of such behavior yet fails to take appropriate action is also subject to discipline.



<b>Title:</b>	Harassment Prevention Policy
<b>Number:</b>	308
<b>Effective:</b>	July 18, 2017
<b>Cancels:</b>	N/A
<b>Prepared by:</b>	Danette Brannin, General Manager
<b>Approved by:</b>	Authority Board Resolution No. 2017-17

## 5.0 Reporting Complaints

Any employee who believes he or she is being discriminated against or harassed based on any of the grounds stated above should report it immediately to his or her direct supervisor or to the Human Resources Department. MTA will investigate the complaint, make a written determination of its conclusion and, when appropriate, prepare a plan of action to correct the problem and prevent its reoccurrence. MTA shall inform the complaining employee of its determination.

## 6.0 Non-Retaliation

Under no circumstances will an employee be penalized for reporting what the employee believes in good faith to be harassment under this policy. If an employee believes that he or she is being retaliated against for bring a complaint of harassment or discrimination, the employee should report such conduct immediately to his or her direct supervisor or to the Human Resources Department. Any employee, supervisor or manager who retaliates against an employee for making a complaint shall be subject to disciplinary action up to and including termination.