	<p>Title: Harassment Prevention Policy</p> <p>Number: 308</p> <p>Effective: July 18, 2017</p> <p>Updated: September 15, 2020</p> <p>Prepared by: LeeAnn McNulty, Administrative Services Manager</p> <p>Approved by: Authority Board Resolution No. 2017-17</p>
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POL-308 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.

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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 Administrative Services Manager. 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 Administrative Services Manager. 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.