

HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN
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NOTICE REGARDING HARASSMENT

TO

ALL APPLICANTS FOR PUBLIC HOUSING AND HOUSING CHOICE VOUCHER ASSISTANCE

Harassment of another employee and/or of a tenant because of that person's race, color, sex, sexual orientation, religion, age, disability, ancestry or nation of origin violates laws which protect one from discrimination. It also violates Housing Authority Policy and is strictly prohibited. Violators are subject to immediate discipline, which may include discharge. This applies to everyone – members, associates, staff and support personnel.

What harassment is prohibited? Remarks, gestures, jokes or comments relating to age, ethnic or racial background, or religion are examples of harassing behavior which may violate the Policy. Sexual harassment, which is a form of illegal harassment, includes such things as requests for sexual favors, sexual advances, comments which are sexually explicit, physical contact, vulgar remarks or jokes or any other words, pictures or actions of a sexual nature which are unwelcome and offensive to those who are subjected to them. Although isolated instances of offensive behavior may not violate the law, this policy prohibits all harassing behavior.

What should you do about it? If you believe that you are being harassed in violation of this policy, or if you observe someone else being harassed, you should *immediately* report the problem to the supervisor of the employee, the Deputy Executive Director, or the Executive Director. If any of those individuals are the subject of your complaint, you may submit your complaint to another one of them or to the Chairman of the Board of the Authority. You might consider, if you are comfortable doing so, telling the offender that his or her conduct or remarks offends you. That could end the problem without the need for further action.

What will happen if you report the harassment? Your report will be investigated promptly. The investigation will be kept as confidential as possible, consistent with the need to determine the facts. Retaliation against you for making a good faith report of harassment is prohibited by law and by this policy. If an investigation confirms a violation of the policy, appropriate corrective and remedial action will be taken to end the harassment and to discipline the violator.

Help us help you! We all need to increase our sensitivity to situations which offend others. If you hear someone make a thoughtless remark or tell an insensitive joke, or if you observe other conduct which may constitute harassment, help that person by reminding him or her of this policy, even if you personally are not offended. By working together we can and will improve the workplace environment for everyone.