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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Harassment  
**POLICY NUMBER:** 7215

**7215.1** Butte County Mosquito and Vector Control District is committed to providing a work environment for its employees that is free of harassment based on protected category. The District prohibits sexual harassment (see Policy #7210) as well as harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District - supervisors and co-workers.

**7215.2** Harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis is prohibited, including, but not limited to the following behavior:

**7215.2.1** Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;

**7215.2.2** Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;

**7215.2.3** Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and,

**7215.2.4** Retaliation for having reported or threatened to report harassment.

**7215.3** If any employee of the District believes that he/she has been harassed, the employee should provide a written or verbal complaint to a supervisor, the Assistant Manager, or the District Manager as soon as possible after the incident. The complaint should include details of the incident(s), name(s) of the individual(s) involved, together with the name(s) of any witness(es). Although filing a written complaint with the immediate supervisor is preferred, the employee is free to file a verbal complaint with any supervisory employee.

**7215.3.1** Staff receiving harassment complaints will refer them immediately to the District Manager or the President of the Board of Trustees (in the event the complaint involves the District Manager) who will undertake an immediate, thorough and objective investigation of the harassment allegation(s).

**7215.4** If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, up to and including termination. Retaliation against anyone filing a complaint or participating in an investigation will not be permitted or tolerated.

**7215.5** Employees are encouraged to immediately report any incident of harassment so that complaints can be quickly and fairly resolved.

**7215.6 Employee Acceptance.** By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Harassment policy. This signed copy will be retained in the employees personnel file as receipt of acknowledgement of being informed of such policy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name here