

205 - WORKPLACE HARASSMENT AND VIOLENCE PROTECTION POLICY

Section 205.01 Workplace Protection Policy

Fort Bend County prohibits and will not tolerate employee conduct that could be considered workplace harassment or violence, at or away from the workplace. For purposes of this policy, harassment or violence includes, but is not limited to, conduct that is intimidating or threatening such as inappropriate comments, jokes, references, mannerisms, threats of violence, unwelcome physical contact, challenges to fight, assault or attempted assault, stalking, or threat of physical harm of fellow employee(s), vendors, customers and/or any person who enters the workplace.

Any employee found in violation of this policy will be subject to appropriate disciplinary action, up to and including immediate termination of employment on the first offense. No employee of this organization is exempt from this policy.

Section 205.02 Complaints

Employees are encouraged to immediately report all incidents of workplace harassment and violence involving a co-worker, supervisor, manager, customer, visitor or uninvited outsiders including spouse, friend, or acquaintance, to a supervisor, the Director of Human Resources, or an elected official or department head.

When appropriate, local law enforcement officials will be involved to insure the safety of employees, vendors, customers or any person who enters the workplace.

Any Fort Bend County employee in a supervisory position who receives a complaint or witnesses workplace violence or harassment and fails to take steps to investigate, report or end the behavior is in violation of this policy, and will be subject to discipline, up to and including termination of employment.

Complaints made in good faith will in no way be held against an employee. Fort Bend County will not tolerate retaliation of any kind and in any manner. This protection extends not only to individuals who complain about harassment, but also to those who serve as witnesses in investigations.

Confidentiality will be maintained as much as possible regarding complaints of harassment. However, absolute confidentiality cannot be promised as complaints may be disclosed during the course of the investigation, but only to those who need information to conduct an investigation and/or take corrective action.

Policy Approved and Adopted By:
Fort Bend County Commissioners Court
January 25, 2000
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