

**ADMINISTRATIVE POLICY**  
**No. 2010-AP-09**

**NON-DISCRIMINATION/ NON-HARASSMENT POLICY**

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**I. AUTHORITY:**

Article VIII of the City's Home Rule Charter ("Charter"), as adopted in 2008, identifies the City Manager as being responsible for the proper administration of all affairs of the City. Specifically Section 8.4 (b) of the Charter grants the City Manager powers and duties including supervising and overseeing all aspects of City functions and activities, service contracts and personnel and departments that report to the City Manager.

In addition, Ordinance No. 2010-O-06, an ordinance amending Article 2 of Chapter 2 of the City's Municipal Code, provides further authority to carry out the administrative affairs of the City. Section 2-2-130 (b)(6) of Ordinance No. 2010-O-06 describes the responsibilities and duties of the City Manager concerning all personnel policies and states the City Manager shall be authorized to promulgate administrative policies, including personnel policies, consistent with federal, state and local laws subject to ratification of the policy by the City Council.

All personnel policies are developed in accordance with federal, state, and local laws. Any changes to federal, state, or local laws affecting the City's personnel policies will be amended in such policies as necessary.

**II. PURPOSE OF POLICY:**

The City of Centennial is committed to creating and maintaining a workplace that is free of unlawful discrimination, including harassment. The City will not tolerate unlawful discrimination against any employee. All City employees assume responsibility for assuring that this policy is implemented by agreeing to abide by its terms and by acknowledging our obligation to report discriminatory conduct, including acts of harassment, should they ever occur.

**III. SCOPE:**

This policy applies to all City employees, excluding Elected Officials unless otherwise provided by Council policy or law.

**IV. DEFINITIONS:**

As defined by federal and state laws.

## V. POLICY:

### Unlawful Discrimination

The City prohibits harassment by any employee of other employees or individuals who come to the City to obtain public assistance of any nature, based upon that individual's race, color, sex, religion, age, national origin, citizenship, disability status, service in the military, veteran status, sexual orientation, gender identity, or genetic information. An employee who observes, or in good faith believes, that harassment has taken place is obligated to make a report as explained below.

### Harassment

Harassment occurs when someone is made the target of offensive behavior on the basis of race, color, sex, religion, age, national origin, citizenship, disability status, service in the military, veteran status, sexual orientation, gender identity, or genetic information. For purposes of this policy, "harassment" includes verbal conduct in the form of comments, jokes, foul or obscene language, or gossip, and other unacceptable conduct, including unwelcome physical contact, posters, cartoons, calendars, notes, letters and email, and other graphic material that has either the purpose or the effect of substantially interfering with an individual's work performance or of creating an intimidating, hostile, or offensive work environment.

Harassment can also include inappropriate or unwelcome sexual advances, requests for sexual favors, gestures, unwelcome touching, sexually explicit communications, or other sexually oriented verbal or physical conduct accompanied by promises of preferential treatment or threats of adverse consequences.

### Reporting

If you are the target of harassment, if you observe harassment, or if you believe that harassment has occurred, you must make a report immediately to the Human Resources Director. You may also report to any supervisor. It is extremely important that you report without delay so that the City may address the issue promptly.

No employee will be punished or retaliated against in any way for making a report of what he or she honestly believes could be harassment.

### Investigations

The City will promptly and thoroughly investigate every report of harassment. While the City will make reasonable efforts to assure the confidentiality of everyone involved, we cannot guarantee that everyone's confidentiality will be preserved.

Every employee is expected to participate honestly and completely in any investigation of harassment that the City must conduct.

No employee will be punished or retaliated against in any way for honest and complete participation in an investigation.

If you perceive retaliation by an employee or supervisor for making a report or for participating in an investigation, please follow the reporting procedure outlined above, and direct your report to the City Manager directly.

Response to Harassment

The City will promptly impose appropriate discipline against every and any employee the City determines has engaged in harassment. You should expect that your employment will be immediately terminated should you engage in this conduct.

Please make certain that you read and understand every part of this policy and ask the Human Resources Director any questions you have about it.

This is a mandatory policy that you must adhere to while you are a City employee. Any failure to comply with this policy could result in discipline, up to and including termination.

**VI. EFFECTIVE DATE:**

This policy shall be effective upon signature.

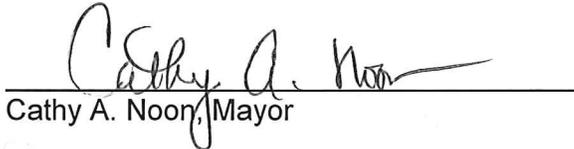
**VII. APPROVAL:**

  
\_\_\_\_\_  
Jacque Wedding-Scott, City Manager

3.15.11  
Date

**VIII. RATIFICATION:**

**RESOLUTION NO.** \_\_\_\_\_

  
\_\_\_\_\_  
Cathy A. Noon, Mayor

3-21-11  
Date

**ATTEST:**

  
\_\_\_\_\_  
City Clerk or Deputy City Clerk