

SEXUAL HARASSMENT POLICY AND PROCEDURES

0 DEFINITIONS

- 1.1 "Sexual Harassment" is a form of unlawful discrimination. It includes unwelcome sexual advances, request for sexual favors, displays of sexually oriented materials, and other verbal and physical conduct of a sexual nature when: 1) submission to such conduct, either explicitly or implicitly is made a term or condition of an individual's employment; or 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3) such conduct has the purpose or effect of substantially interfering with an employee's work performance or creating an intimidating or hostile environment.
- 1.2 "Human/Civil Rights Agencies" means agencies that are authorized by law to accept and investigate employment discrimination complaints such as the Equal Employment Opportunity Commission, the Washington State Human Rights Commission, the King County Office of Civil Rights and Compliance, and it may include the Judicial Conduct Commission.

2.0 POLICIES

- 2.1 It is the policy of the King County District Court that employees not be discriminated against on the basis of sex. In keeping with that policy, the King County District Court Executive Committee will not tolerate sexual harassment by any member or employee of the King County District Court. The Executive Committee of the King County District Court considers sexual harassment to be a serious misconduct in violation of this policy.
- 2.2 All alleged violations of this policy will be addressed through the procedures herein set forth.

3.0 PROCEDURES

- 3.1 Any member or employee of the King County District Court who believes he or she has been the victim of sexual harassment should seek relief according to the following procedures.
 - 3.1.1 Confront the alleged harasser to stop the behavior, and/or
 - 3.1.2 Report the incident of alleged sexual harassment to his or her immediate supervisor or any other member of management, and/or,
 - 3.1.3 File a sexual harassment complaint with the Presiding Judge of the King County District Court.

- 3.2 It is the obligation of a supervisor to work with any employee reporting any alleged sexual harassment, to consider options and assist in the investigation of such allegations.
- 3.3 The Presiding Judge, shall, upon the filing of a sexual harassment complaint, immediately request the Personnel Committee of King County District Court, to conduct an investigation of such complaint and to make a recommendation to the Presiding Judge upon the validity and disposition of such complaint. If the Presiding Judge, upon recommendation of the Personnel Committee, finds the complaint to be a violation of these policies, he or she shall present the complaint to the King County District Court Executive Committee for action.
- 3.5 The Executive Committee of the King County District Court, upon receiving a complaint of sexual harassment, from the Presiding Judge, shall take action to correct and terminate any violations of the policies herein set forth, and such action may include, transfer, sanction, reprimand, termination and/or in the case of a judicial officer, referral of the complaint to the Judicial Conduct Commission or the Chief Justice of the Washington State Supreme Court.
- 3.6 The procedures above set forth shall not limit the right of an employee to:
 - 3.6.1 File a grievance if a member of a labor union.
 - 3.6.2 File a complaint with a human/civil rights agency.
 - 3.6.3 Consult with an attorney or file a civil law suit.
 - 3.6.4 Seek any other remedy provided by law.

4.0 RESPONSIBILITIES

- 4.1 It is the responsibility of all supervisors to inform employees that sexual harassment will not be tolerated and is a major offense which may result in disciplinary action and that there are procedures that must be followed immediately if employees feel they have been sexually harassed.
- 4.2 It is the responsibility of all supervisors to take immediate and appropriate action upon learning of any violation of this policy and to give full cooperation when a complaint has been filed.
- 4.3 It shall be the responsibility of the Presiding Judge to keep all parties involved in a sexual harassment case informed of the procedures being followed and to monitor for retaliation against any person or persons involved in the filing or investigation of a sexual harassment complaint.