

# REFRESHER FOR DRUG-FREE WORKPLACE PROGRAM, DIVERSITY, HARASSMENT PREVENTION, SEXUAL MISCONDUCT POLICY AND WORKPLACE VIOLENCE AWARENESS

## DRUG-FREE WORKPLACE PROGRAM HIGHLIGHTS

[LCC-28](#) AND [ES-4.02.01](#)

- Drug is defined as alcohol and/or drugs (specifics are listed in the procedure.)
- All County employees are strictly prohibited from reporting for work or performing work while impaired by drugs and/or alcohol.
- Over the Counter or Prescription Drugs - An employee who uses legal and/or prescribed drugs during working hours and has any reason to expect that such use may impair their ability to perform their work, must report this fact to their supervisor.
- An employee who is arrested for or charged with any criminal drug and/or alcohol violation must report such arrest or charge to their supervisor and/or Employee Services within 72 hours.
- An employee may be required to take a drug test at any time to determine the presence of drugs in the following instances:
  - In accordance with the reasonable suspicion alcohol and/or drug testing provisions of the Drug-Free Workplace Program Procedure;
  - Commercial Driver's License (CDL) employees are periodically randomly tested; and
  - Pre-employment and annual testing for firefighters.
- **All** employees, including safety-sensitive employees will be drug and alcohol tested immediately following a vehicle accident in which the appropriate law enforcement authority's accident report indicates that the County vehicle driver was at fault.

## DIVERSITY HIGHLIGHTS

- The concept of diversity encompasses acceptance and respect for all individuals. It means understanding that each individual is unique, and recognizes our individual differences.
- These differences can be along the dimensions of race, ethnicity, gender, sexual orientation, social-economic status, age, physical abilities, education, experience, religious beliefs, political beliefs or other ideologies.
- Diversity is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each of us.
- Ethnocentric \_\_\_\_\_
- Stereotype \_\_\_\_\_
- WIIFM \_\_\_\_\_
- Diversity is important in the workplace because a diverse population has different backgrounds, experiences, knowledge and understanding. A diverse workplace is better able to solve problems and implement new ideas because there are more people involved to offer the needed solutions and ideas. It is also important for us to reflect our citizens, the diverse population that we serve.

## SEXUAL MISCONDUCT POLICY HIGHLIGHTS

[LCC-82](#)

- Definition of sexual misconduct - *any actual or attempted criminal sexual assault, sexual abuse, sexual exploitation, indecent or sexual solicitation or public indecency, as defined by state and local laws.*
- Employees are required to report any known or suspected incidents of sexual misconduct to their immediate Supervisor, Employee Services Director, any Department Director, or the County Manager.

## HARASSMENT PREVENTION HIGHLIGHTS

LCC-83

- Harassment can be any objectionable act, comment or display that demeans, belittles or causes personal humiliation or embarrassment.
- Harassment...
  - Interferes with one's ability to work.
  - Creates an intimidating, hostile, or offensive work environment.
  - Results from one's perception of behavior.
  - Usually occurs with repeated abuse.
  - May involve a possible third party victim.
- There are two types of sexual harassment.
  1. Hostile environment – when the perpetrator makes the victim uncomfortable in their work environment as a result of their actions.
  2. Quid Pro Quo – when a supervisor promises to promote/hire/give special favors to an employee if he/she agrees to a sexual relationship.
- Intention vs. Perception: in a court of law, the perception of the victim and others will outweigh the intent of the perpetrator. The courts evaluate and view sexually harassing behavior through the eyes of the victim rather than the perpetrator. A good determining factor for harassment is to consider if a "reasonable person" would view the behavior to be unwelcome or offensive.

## WORKPLACE VIOLENCE AWARENESS HIGHLIGHTS

LCC-74 AND ES-4.06.01

- Workplace violence is any physical or non-physical act that results in threatened or actual harm to a person or threatened or actual damage to property. It includes any threatening words or actions whether verbal or non-verbal, which creates in the mind of any reasonable person the belief of receiving immediate or future harm to any person or property.
- Examples of workplace violence:
  - Physical assaults
  - Verbal or physical threats
  - Carrying a weapon (even fake)
  - Abusive words that frighten or harass others
  - Anything that intimidates (using objects, body language, etc.)
- Employees have a "duty to warn" their Supervisor, Department Director, Employee Services Director or County Manager of any suspicious workplace activity, situations or incidents that they observe or of which they are aware that involve other employees, former employees, customers or visitors. This includes but is not limited to, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, possession of weapons on County property, or other examples provided in the procedure.
- Employee responsibilities also include the need to:
  - Be familiar with the policy and procedure concerning Workplace Violence.
  - Be responsible for securing his/her workplace.
  - Be responsible for questioning and/or reporting strangers or strange behavior (including threats, disputes, etc) to supervisors. Do not confront individuals who could be a threat.
  - Be familiar with procedures for dealing with emergencies, including workplace violence emergencies.
  - Take all threats seriously.