

ELMIRA HOUSING AUTHORITY HARASSMENT POLICY

The Elmira Housing Authority expects every representative will act in a courteous, respectful manner towards other staff members and the public.

The Elmira Housing Authority will not tolerate conduct, which creates an intimidating, hostile or offensive working environment.

Elmira Housing Authority representatives will not use epithets, slurs, code words, or any other terms or language to negatively describe, refer to, insult, make fun of or show hostility or aversion to applicants for employment, co-workers or groups of people. You will not threaten, intimidate, insult, make fun of, act in a hostile way toward, or act in a way that shows aversion to applicants for employment, co-workers, or groups of people. You will not post or circulate in the workplace any written or graphic materials, sound or video recordings, or any electronic or other materials or objects that attack, defame, belittle, put down or show hostility or aversion to any applicants for employment, co-workers, or groups of people.

Examples of prohibited conduct include but are not limited to:

Referring to minority applicants as “coloreds.”

Posting of cartoons that make fun of persons with disabilities.

No co-workers will use physical strength or loud voices to intimidate other co-workers.

Should a co-worker engage in such conduct towards another worker, a client, or to the public with which the Elmira Housing Authority deals, the representative will be subject to disciplinary action up to and including termination.