

CITY OF AUBURN PHYSICAL or MENTAL ABUSE AND SEXUAL ABUSE AND SEXUAL MOLESTATION POLICY

The City of Auburn does not permit actual or threatened acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct ("prohibited conduct") to occur in the workplace, work site or at any activity sponsored by or related to the City. In order to make this "zero-tolerance" policy clear to all City employees, volunteers and customers, we have adopted this policy outlining the mandatory procedures that all employees, volunteers, customers, council/board/commission members, individuals and victims must follow when they reasonably suspect, learn of or witness prohibited conduct.

Abuse or molestation means each, every and all actual, threatened or alleged acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct performed by one person or by two or more persons acting together.

Reporting Procedure

All employees who learn of, have a reasonable suspicion of prohibited conduct must immediately report it to the Department Head or the Human Resources Director. If the victim is an adult, abuse or neglect will be reported by this designee to the local or state police and/or Adult Protective Services (APS) Agency. If a child is the victim of abuse or neglect, the designee will report it to the local or state police and/or Child Abuse Agency. Appropriate family members of the victim must be notified immediately of suspected child abuse or neglect.

Investigation & Follow Up

The City of Auburn takes allegations of prohibited conduct seriously. Once the allegation is reported the City will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that the prohibited conduct has occurred and that the employee(s) being investigated committed the prohibited conduct. The Human Resources Director may undertake the investigation or the City of Auburn may hire an independent third party to investigate. The City will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and may refer the complaint and any result/findings from the City's investigation to those agencies. The City reserves the right to place the employee(s) of the investigation on an involuntary suspension or job reassignment that does not involve personal contact with individuals or customers. To the fullest extent possible, but consistent with our legal obligation to report suspected prohibited conduct to appropriate authorities, we will make every effort to keep the identity (ies) of the employee(s) and the alleged victim(s) confidential.

If the investigation substantiates the allegation, the City's policy provides for disciplinary penalties, including but not limited to termination of the employee(s).

Retaliation Prohibited

The City of Auburn prohibits retaliation against anyone, including an employee, volunteer, board member, customer or individual, who in good faith reports prohibited conduct. Retaliation against a participant in the investigation is also prohibited.

Anyone who retaliates against someone who has made a good faith allegation of prohibited conduct or intentionally provides false information to that effect may be subject to discipline, up to and including termination.

**ACKNOWLEDGEMENT OF RECEIPT OF CITY OF AUBURN PHYSICAL or MENTAL ABUSE AND SEXUAL ABUSE
AND SEXUAL MOLESTATION POLICY**

I, _____, acknowledge that I have received and read the physical or mental abuse and sexual abuse, sexual misconduct and sexual molestation policy immediately preceding my signature below. I understand that I am bound to follow the policy and understand the consequences in the event that I fail to do so.

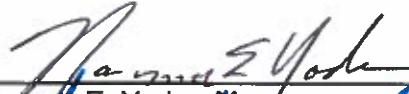
Signature

Date

Printed Name of Employee/Volunteer

Approved by the Auburn Board of Works and Safety, this 8th day of March, 2018

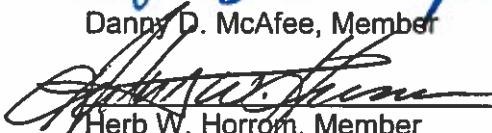
**CITY OF AUBURN
BOARD OF PUBLIC WORKS AND SAFETY**



Norman E. Yoder, Mayor




Danny D. McAfee, Member



Herb W. Horrom, Member

ATTEST:



Patricia M. Miller, Clerk-Treasurer