

**ACKNOWLEDGEMENT OF RECEIPT AND
UNDERSTANDING OF POLICY AGAINST DISCRIMINATION,
HARASSMENT AND SEXUAL MISCONDUCT**

Effective January 13, 2018, the City of Red Bud implemented a Policy against Discrimination, Harassment and Sexual Misconduct.

Remember: It is your responsibility to read, understand, and abide by this policy and procedure, if you have any questions or concerns please speak to your supervisor, the Ethics Officer, or the City Attorney. Please sign and date this memo to acknowledge that you have received and understand the policy.

Please respond to the following questions, circle appropriate answer and initial:

Have you read, and do you understand this policy? Yes No Initials: _____

Do you have any questions about this policy? Yes No Initials: _____

Do you know how to file a complaint should you ever have a problem with discrimination, harassment, sexual misconduct, retaliation or if you see inappropriate behaviors at work? Yes No Initials: _____

If you ever have a problem or concern regarding discrimination, harassment, sexual misconduct, or retaliation in the workplace, please list three individuals within our organization who you can address your concerns with:

1) _____; 2) _____; 3) _____

Initials: _____

Are you aware of any behaviors going on either in our workplace or outside the workplace that may impact the workplace and that are inconsistent with this policy? Yes No Initials: _____

Employee Signature

Date

Please print your name

I certify that the above person has received the Policy against Discrimination, Harassment and Sexual Misconduct and that I have reviewed this checklist with him/her.

Supervisor Signature

Date

(Ord. No. 1392; 01-02-18)