

[AGENCY'S NAME]
WORK RULE FOR PROHIBITING DISCRIMINATORY HARASSMENT
[ENTER DATE OF WORK RULE]

The state of Michigan and I, the Director of [Agency's Name], firmly support the prevention and elimination of unlawful harassment in the employment environment. The department's harassment-reporting procedures provide notice to our employees of the necessary action they must take to address any violation of this policy.

Discriminatory harassment means unwelcome advances, requests for favors, and other verbal or physical conduct or communication based on religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, disability, or genetic information under any of the following conditions:

- a. Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, to obtain employment.
- b. Submission to or rejection of the conduct or communication by a person is used as a factor in decisions affecting the person's employment.
- c. The conduct or communication has a purpose or effect of substantially interfering with the person's employment or creating an intimidating, hostile, or offensive employment environment.

The [Agency's Name] will make a good-faith effort to eliminate and prevent discriminatory harassment in the workplace by:

1. Investigating all reports of discriminatory harassment.
2. Appointing one or more investigators to investigate allegations of discriminatory harassment.
3. Identifying the persons to whom employees may report discriminatory harassment.
4. Implementing appropriate education and training programs.
5. Keeping adequate records of reports and investigations regarding discriminatory harassment charges.

An employee is obligated to report to management, in writing, if either of the following circumstances exist:

1. The employee is subjected to unwanted discriminatory harassment in the workplace by a supervisor, manager, co-worker, or other person.
2. The employee witnesses a supervisor, manager, co-worker, or another person in the workplace engaging in discriminatory harassment of another person.

A supervisor or manager who witnesses a subordinate employee engaged in discriminatory harassment of another person is obligated to report the behavior and take prompt and appropriate remedial action.

Discriminatory Harassment Work Rule

Page 2 of 2

Dated: [Enter Date of Work Rule]

The procedure for reporting discriminatory harassment is as follows:

1. If an employee is harassed or witnesses discriminatory harassment of someone else, the employee must report the discriminatory harassment in writing to a supervisory or the appointing authority's designated investigator, [identify person or office designated].
2. If an employee is harassed or witnesses discriminatory harassment by the employee's own supervisor, the employee is not required to report unwelcome conduct to that supervisor. The employee must report the unwelcome conduct in writing to a higher-level supervisor or an investigator.
3. If an employee is harassed or witnesses discriminatory harassment by an investigator, the employee is not required to report unwelcome conduct to that investigator. The employee must report the unwelcome conduct in writing directly to a supervisor, another investigator, or the appointing authority.

The employee is encouraged to report any discriminatory harassment immediately. However, in any event, the employee must report any discriminatory harassment within 180 calendar days after the alleged harassment.

Any violation of this work rule may result in discipline, up to and including termination of employment.