



WISCONSIN STATE FAIR PARK HARASSMENT POLICY

A. PURPOSE

Wisconsin State Fair Park (WSFP) actively promotes a workplace that is free of harassment. This policy establishes guidelines for creating and maintaining a work environment which both supports and nurtures employees so they can be productive and effective in their jobs. This means that WSFP will take any necessary steps to ensure that the workplace is free of discriminating and harassing behavior and that all employees, applicants, and clients are treated with respect.

WSFP policies assure equal employment opportunity and non-discrimination for all persons regardless of race, color, creed, religion, national origin or ancestry, gender, sexual orientation, disability, age, marital status, political affiliation, arrest or conviction record and membership in the national guard, state defense force or any other reserve component of the military of the United States or this state.

Employees are responsible for refraining from and discouraging any conduct that is derogatory, demeaning, or creates a hostile work environment. WSFP is committed to treating every employee, applicant, and client with respect and sensitivity. Any forms of harassment are expressly prohibited.

B. DEFINITIONS

In general, harassment means persistent and unwelcome conduct or actions on any of the bases outlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature.

Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to

- The repeated making of unsolicited and in appropriate gestures or comments.
- The display of offensive and sexually graphic materials.

Harassment on any basis (race, sex, age, disability, etc.) exists whenever:

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

Harassment may be subtle or manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. Instead, it refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered, including, but not limited to: sexual harassment of men; men harassing other men; and women harassing other women. Offenders can be managers, supervisors, co-workers and non-employees such as clients or vendors.

Examples:

Verbal: Jokes, insults and innuendoes (based on race, sex, age, disability, etc.), degrading sexual remarks, or pressures for sexual favors.

Non-Verbal: Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive or degrading pictures, racist or other derogatory cartoons or drawings.

C. REPORTING PROCEDURES

Employees who believe they have been subject to harassment are encouraged to talk to the individual causing the issue and promptly notify his or her first-line supervisor to help resolve the issue as soon as possible. If the employee believes the harasser is the supervisor, the next-level supervisor (the supervisor's supervisor) should be notified. If an employee is not comfortable approaching his or her first-line supervisor, he/she should contact the Human Resources Manager. Supervisor(s) and/or the HR Manager who receive a report of harassment must address the allegation(s) of harassment swiftly and thoroughly.

Please reference the [WSFP Internal Discrimination and Harassment Complaint Policy](#) for more detailed information.

D. RETALIATION

This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint. Such employees may not be adversely affected in any manner related to their employment. Such retaliation is also illegal under [Section 111.322\(2m\), Wisconsin Statutes](#).

E. DISCIPLINARY ACTION

WSFP views harassment and retaliation to be a serious breach of work place behavior. Consequently, violation of any of the guidelines set forth in this policy is subject to disciplinary action, up to and including termination.