



# CITY OF RAPID CITY

**RAPID CITY, SOUTH DAKOTA 57701-2724**

## Human Resources

300 Sixth Street  
605-394-4136

### **CITY OF RAPID CITY GENERAL HARASSMENT POLICY**

The City of Rapid City strongly opposes and prohibits all forms of harassment, including but not limited to sexual, religious, racial, age, gender or any other form of harassment. This prohibition applies to harassment committed by a City employee or any other person not employed by the City against another City employee, citizen, visitor, vendor or other person. In addition to this general harassment policy, the City of Rapid City maintains a separate policy that specifically addresses the prohibition of sexual harassment.

Any employee who believes that he or she is the victim of harassment should promptly notify the immediate supervisor, manager, department head or the Director of Human Resources, who will assist the employee in preparing a written statement of facts, which will be the basis of an investigation of alleged harassment. The complaint will be treated on a confidential basis, however, it may be necessary in the course of the investigation to disclose the facts and the name of the complainant to alleged witnesses and the alleged harasser, all of whom will be instructed to maintain confidentiality. A report on the progress of the investigation will be provided to the complaining party within ten (10) days of the filing of the complaint. Any employee found to have harassed another employee or non-City person, such as a citizen, visitor or vendor, will be subject to discipline up to and including immediate discharge. If the harasser is not a City employee and the facts prove harassment occurred, the harasser will be dealt with in a manner appropriate to the case. The City of Rapid City will not permit retaliation against any person because the person has participated in the filing or investigation of a City-related complaint of harassment.

Policy approved 05-01-2004



EQUAL OPPORTUNITY EMPLOYER