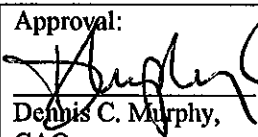
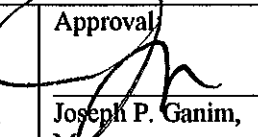


CITY OF BRIDGEPORT

Handwritten initials/signature

| | | | |
|---|--|--|--|
| Subject: POLICY ON RACIAL, ETHNIC OR SEXIST SLURS | Approval:  Dennis C. Murphy, CAO | Approval:  Joseph P. Ganim, Mayor | Effective: IMMEDIATELY Number: 23-99 Page: 1 of 2 |
|---|--|--|--|

PURPOSE

The purpose of this policy is to establish guidelines prohibiting racial, ethnic or sexist slurs by employees of the City of Bridgeport.

SCOPE

This policy shall apply to all City of Bridgeport employees in all locations. This policy shall also apply to members of the general public having business with any City Department and employee.

POLICY

It is the policy of the City of Bridgeport that no employee shall engage in any racial, ethnic, or sexist slur. Any employee of the City of Bridgeport who violates the foregoing shall be subject to disciplinary action. Any supervisor who is aware of any violation of this policy shall also be subject to disciplinary action, if the supervisor fails to take appropriate action pursuant to this policy. Furthermore, it is the policy of the City of Bridgeport, that its employees should not be subjected to racial, ethnic, or sexist slurs by any individual conducting business with any City department or employee.

Definitions:

Slur – for purposes of this policy a “slur” shall include any statement (oral or written), including graffiti, or any gesture or reference which is in itself or in its context derogatory of a racial or ethnic group or gender, or of a person as a member of such a group or gender, or of one’s sexual orientation, including alleged jokes or statements which suggest that a group or gender is criminal, unintelligent, or has habits or attributes generally held in low regard.

PROCEDURES:

Effective immediately the following procedure will be utilized in enforcing this policy:

EMPLOYEE RESPONSIBILITIES

1. Any employee who becomes aware of, observes, or has knowledge of any violation of this policy by a City employee shall report it immediately, or as soon as reasonably possible, to their immediate supervisor and/or Department Head and the Office of Labor Relations.
2. Department Heads and supervisors must report employee violations of this policy to the Office of Labor Relations.
3. The Office of Labor Relations will commence an investigation and file a full and complete written report(s) of the status and/or outcome of the investigation.
4. A copy of the report shall be forwarded to the Mayor, Chief Administrative Officer, Department Head and Director of Labor Relations.
5. Supervisors must communicate this policy to their staff.

INDIVIDUALS, BUSINESSES, CONTRACTORS, OR AGENCIES CONDUCTING BUSINESS WITH THE CITY OF BRIDEPORT

1. Any Department Head or supervisor who becomes aware of, observes or has knowledge of any violation of this policy by any member of the general public, agency, or business entity, who is conducting business with the City, shall communicate the City's policy to said person, agency or business.
2. Any employee, who is subjected to racial, ethnic, or sexist slurs by any member of the general public, agency, or business entity, who is conducting business with the City, shall advise the individual(s) of this policy and if such behavior continues the employee may cease the business transaction with the individual(s). The employee shall notify their supervisor and/or Department Head prior to concluding the business transaction or if not possible, as soon as reasonably possible following the incident.
3. The preceding provision does not authorize an employee to leave their work site or post, when doing so could endanger the health and safety of the public, or cease other essential activities of the City, or hinder the effective enforcement of any laws.
4. Violations of this policy by individuals, consultants, businesses or agencies who are under contract with the City, shall be reported to the Director of Labor Relations, and the Chief Administrative Officer.

VIOLATIONS

Any employee who is found to have violated this policy, shall be subject to a suspension and/or termination.* Any supervisor who fails to investigate and/or report a violation of this policy to their Department Head and the Office of Labor Relations, shall also be subject to disciplinary action.*

* Any disciplinary action taken pursuant to this policy shall be in accordance with any applicable collective bargaining agreement.