

IDAHO STATE TAX COMMISSION
ADMINISTRATIVE POLICY MEMORANDUM No. 09-02
(Replaces Administrative Policy Memo No. 05-02 dated January 12, 2005)

DATE: January 28, 2009

SUBJECT: Sexual Harassment

PURPOSE: The Idaho State Tax Commission (ISTC) prohibits sexual harassment of its employees. The purpose of this policy is not to regulate an employee's personal morality but to voice zero tolerance for sexual harassment. Our goal is to assure that no one is harassed by unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, either expressed or implied, in our workplace.

Harassment can take on many forms and can include unwelcome slurs, comments, jokes, innuendoes, compliments, pictures, cartoons, pranks, and/or other verbal or physical conduct which creates an intimidating, hostile or offensive working environment, or interferes with an individual's work performance or employment opportunities. It negatively affects morale, motivation, and job performance and may result in increased absenteeism, turnover, inefficiency, and loss of productivity. It will not be permitted at the ISTC.

Sexual harassment is a type of harassment that occurs when the types of verbal and physical conduct described above are sexual in nature or directed at a person because of his or her gender. Harassment based on an employee's gender is a form of discriminatory behavior and unacceptable. Sexual harassment also occurs when employment opportunities or benefits are conditioned on an employee granting sexual favors to, or having a romantic relationship with, a supervisor or manager.

POLICY: No employee shall be subjected to unwelcome verbal or physical advances or any other on-the-job conduct which could be interpreted as harassment. This protection against harassment includes conduct by co-workers, managers, vendors, guests, or taxpayers.

What You Should Do

If at any time you feel that you are being harassed, confront the harasser and ask that the conduct stop. If you are uncomfortable doing this, or the conduct does not stop, be sure to bring this to the attention of any supervisor or manager, the agency's Human Resource Officer, or any Commissioner immediately. This can be done either orally or in writing and should include specific details of the harassing behavior. If you ever feel you have witnessed such harassment of others, you should also bring it to the attention of management.

What the Commission Will Do

The ISTC will investigate the matter as discreetly as possible to protect the rights of the employee filing the harassment complaint and the employee the complaint was made against. The ISTC will inform you of the results of the investigation. If the investigation shows that the accused employee did engage in harassment, the ISTC will take appropriate disciplinary action, up to and including dismissal. There is a zero tolerance for reprisal or retaliation against anyone who makes a complaint of such harassment or who is involved in a complaint process.

Sexual harassment is improper conduct, and it will not be tolerated at the Idaho State Tax Commission.

EFFECTIVE: Immediately

APPROVAL: Adopted by the Idaho State Tax Commissioners on January 28, 2009.

DISTRIBUTION: This policy is distributed to all employees of the Idaho State Tax Commission.

EXPIRATION: This policy expires on January 28, 2013.