



CITY OF BEND

Harassment & Anti-Discrimination

Policy No. HR-0506

City Manager Administrative Policy

Bend Code Chapter 1.30.005 provides for 'City Manager Authority to Adopt Administrative Regulations, Policies and Guidelines.' All regulations, policies and guidelines adopted by the City Manager shall be consistent with the City of Bend Charter, the Bend Code, and Council ordinances.

The following policy conforms to the above stated standards.

Authorized by City Manager:

Signed by:

A handwritten signature of "Eric King" in black ink.

Eric King, City Manager

Dated: 12/30/2025

Reviewed by Legal Counsel:

Signed by:

A handwritten signature of "Ian Leitheiser" in black ink.

Ian Leitheiser, City Attorney

Dated: 12/30/2025

Policy No. HR-0506

Adopted: 12/30/2025

Owner: Human Resources

Revised:

Revision No.

I. Purpose

The City of Bend is committed to creating an atmosphere free of discrimination, harassment, and sexual assault. This policy provides guidance for managers and all employees to ensure compliance with related state and federal laws.

II. Policy Statement

All employees have the right to work in an environment where everyone's dignity is respected. For that reason, it is expected that all employees conduct themselves in compliance with this policy. Any harassment of employees by fellow employees is not permitted, regardless of their working relationship or supervisory status. The City prohibits harassment and sexual assault that violates its employees', volunteers', and customers' right to work in a harassment-free workplace and engage in City services.

The City will not tolerate conduct by any employee that harasses, disrupts, or interferes with another's work performance or creates an intimidating, offensive, or hostile environment. The City desires to maintain a working environment free from all forms of harassment, whether based upon race, color, religion, ancestry, national origin, age, marital or family status, veteran status, sexual orientation, physical or mental disabilities, on-the-job injuries, gender identity, sex, pregnancy, or any other legally protected characteristic or status recognized by state, federal, or local law.

III. Scope

All City employees, interns, customers, vendors, elected officials, and volunteers, including anyone performing work on behalf of the City whether in a paid or unpaid status.

IV. Definitions

Microaggressions: Verbal or behavioral slights and insults, often unintentional, that communicate derogatory or hostile messages to members of marginalized groups.

Nondisclosure agreement: Any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault, including the amount or terms of a settlement.

Non-disparagement agreement: Any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company.

Protected Activity: Actions employees take to report discrimination, harassment, or violations of law, or to participate in related investigations, which are protected from retaliation by the employer.

Protected Class: A group of people protected by law from unlawful discrimination on the basis of a shared characteristic. In Oregon, the protected classes include race, color, national origin, religion, disability, sex (includes pregnancy), sexual orientation, age, marital status, and uniformed status.

Sexual assault: Unwanted conduct of a sexual nature inflicted upon a person or compelled through the use of physical force, manipulation, or intimidation.

Sexual harassment: Favors or other verbal/physical conduct of a sexual or gender-based nature when

Workplace harassment: Verbal, written or physical conduct at work that denigrates, makes fun of, or shows hostility towards an individual because of their protected class or protected activity.

V. Policy Terms & Provisions

A. General

1. Sexual or other forms of harassment are prohibited, including acts occurring during working hours, during work-related or City-sponsored trips (such as conferences), and during non-working hours when the off-duty conduct creates an unlawful hostile work environment for any of the City's employees.
2. Harassment may include messages or other communications sent or received through electronic communication systems. The use of information systems (including email, messaging and collaboration applications, text messaging, Internet, and Intranet) for the display or transmission of sexually explicit images, messages, inappropriate jokes, or anything else that may be construed as harassment or showing disrespect for others, is prohibited.

B. Sexual Harassment and Sexual Assault

1. Under the law, sexual harassment includes any unwelcome sexual advances, requests for sexual favors or other verbal/physical conduct of a sexual or gender-based nature when:
 - Submission to such conduct is explicitly or implicitly made a term or condition of employment
 - Submission to or rejection of such conduct is used as the basis for making an employment decision
 - Such conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

2. Sexual assault, defined as unwanted conduct of a sexual nature inflicted upon a person or compelled through the use of physical force, manipulation, or intimidation, is prohibited.
3. Some examples of conduct that could be considered sexual harassment include, but are not limited to:
 - Unwanted sexual advances
 - Demands for sexual favors in exchange for favorable treatment or continued employment
 - Sexual or sex-related jokes
 - Unwelcome flirtations, advances, or propositions
 - Verbal abuse of a sexual nature
 - Comments about an individual's body, sexual prowess, or deficiency
 - Talking about one's sex life or asking others questions about theirs
 - Leering or whistling
 - Unwelcome touching or assault
 - Sexually suggestive, insulting, or obscene comments or gestures
 - Displays of sexually suggestive objects or pictures
 - Making derogatory remarks about individuals in the LGBTQIA2S+ community;
 - Intentional misgendering or making unwelcome inquiries about gender history or identity; OR
 - Other discriminatory treatment based on sex
4. In the day-to-day social exchange between employees, individual tolerance for behavior may differ. What one person considers offensive, another may not consider offensive. The best approach for any employee is to assume that sexual conduct, whether physical, verbal or otherwise, is likely to be offensive to someone. It is not necessary for offensive conduct to be directed at the person who raises a complaint. Often, sexual harassment claims arise from one person overhearing or overseeing something not intended for them. Employees who engage in this type of behavior assume the risk that someone will be offended, resulting in violation of this policy.

C. Other Forms of Prohibited Harassment

1. Harassment against an individual based on the individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law is prohibited.

2. Harassment may include verbal, written or physical conduct that denigrates, makes fun of, or shows hostility towards an individual because of their protected class or protected activity, and may include, but is not limited to:
 - Jokes, pictures/graphics (including drawings), epithets, or slurs
 - Stereotyping
 - Displaying racist symbols anywhere on City property
 - “Teasing” or mimicking the characteristics of someone with a disability
 - Criticizing or making fun of another person’s religious beliefs, or “pushing” religious beliefs on others
 - Threatening, intimidating, or hostile acts that relate to a protected class or protected activity
 - Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status
 - Slurs, making derogatory or offensive comments related to a person’s protected class, including their gender identity or expression
 - Asking intrusive or personal questions related to a person’s protected class status
3. Microaggressions may constitute harassment when the behavior is severe or pervasive enough to create a hostile work environment.

D. Reporting Harassment

1. Employees or volunteers who have experienced sexual assault, any harassment, or discrimination in violation of this policy, who have witnessed such behavior, or who have credible information about such behavior occurring, are expected and should bring the matter to the attention of Human Resources, a supervisor, or any member of management as soon as possible.
2. Employees are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). An employee who experiences or witnesses harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that they want it to stop.
3. Employees who do not wish to report sexual assault, harassment or discrimination to Human Resources or another member of management may also report the issue to the Oregon Bureau of Labor and Industries.
4. Employees who have concerns about conduct by individuals not subject to this policy, such as elected officials, customers, or vendors, are encouraged to discuss those concerns with their supervisor, any other manager, the City Manager, or Human Resources.

5. Upon receipt of a complaint related to a violation of this policy, Human Resources staff must provide a copy of this policy to the complainant and promptly initiate an investigation.

E. Protection Against Retaliation

1. The City respects the right of and encourages its employees to raise harassment concerns and participate in investigations. The City prohibits supervisors, managers, or employees from retaliating against employees who report harassment or cooperate with investigations. "Retaliation" is broadly construed and includes conduct such as giving an employee the cold shoulder, changing their job duties, treating an employee rudely, etc.
2. Any employee who feels they have been retaliated against should promptly bring complaints or concerns about retaliation to their supervisor, Department Head, or the HR Director for immediate investigation.

F. Additional Protections

1. Victims of workplace harassment may voluntarily disclose information related to an incident of workplace harassment that involves the victim.
2. Resources, including counseling resources, are available to all employees, including victims of workplace harassment through the Employee Assistance Program.
3. The City may not require or coerce an employee to enter into a nondisclosure or non-disparagement agreement related to a workplace harassment incident.
4. If an employee aggrieved by workplace harassment requests to enter into an agreement involving a release of claims, the employee has seven days to revoke the agreement.



Language Assistance Services & Accommodation Information for People with Disabilities

You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please contact Human Resources at hr@bendoregon.gov or 541-388-5507. Relay Users Dial 7-1-1.



Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto con Human Resources en hr@bendoregon.gov o 541-388-5507. Los usuarios del servicio de retransmisión deben marcar el 7-1-1.