



## ***ANTI-HARASSMENT POLICY AND REPORTING PROCEDURE***

Tri-Cities Airport Authority strives to promote a pleasant and productive work environment and will not tolerate verbal or physical conduct which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment. No form of harassment or discrimination will be tolerated, including harassment of any individual based on characteristics protected by law, such as race, color, gender, religion, national origin, age, disability, sexual orientation, gender identity, genetic information, and/or veteran status. Every employee has a responsibility to maintain a workplace free from any form of harassment, sexual or otherwise. No supervisor or manager is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.

Anyone who believes that a supervisor's, an employee's, or a non-employee's actions or words are unwelcome harassment has a responsibility to report the situation to their immediate supervisor or manager as outlined in our Complaint Procedure, or if reporting to a supervisor or manager would be uncomfortable or ineffective, to another member of management or to the Human Resources Manager as soon as possible. Tri-Cities Airport Authority must be made aware of the circumstances before it can take appropriate action to remedy the situation and prevent inappropriate activity from continuing. The following members of management and their direct telephone numbers are provided for your convenience for reporting concerns relating to potential violations of this policy:

Human Resources Manager, (423) 325-6003  
Director of Operations, (423) 325-6006  
Executive Director, (423) 325-6012

Actions or words that may violate this policy may include:

1. Unwelcome sexual flirtations, touching, advances, or propositions;
2. Verbal abuse or harassing jokes;
3. Graphic or suggestive comments about an individual's dress or body;
4. Epitaphs, slurs, or degrading words based on a person's race, color, gender, religion, national origin, age, sexual orientation, gender identity, genetic, disability and/or veteran status, or of a sexual nature;
5. Suggestive or insulting sounds, leering, whistling, or obscene gestures; and/or
6. Display in the workplace of sexually suggestive objects or pictures.

All complaints of harassment or discrimination will be investigated as promptly, impartially, and confidentially as possible. Employees are required to cooperate fully in any investigation. Failure to cooperate in good faith in any investigation may result in disciplinary action. A determination of whether a particular charge of harassment or discrimination is substantiated will be based upon all relevant facts and surrounding the circumstances. The investigation will be handled discretely, but some disclosure of information is necessary to conduct an effective investigation and complete confidentiality cannot be guaranteed. A timely resolution will be reached and communicated to the parties involved. Retaliation against any employee for making a complaint of harassment or discrimination, or for participating in an investigation, is strictly prohibited and will result in disciplinary action.

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Any employee of the Airport Authority who has been found, following an investigation, to have engaged in prohibited harassment or discrimination will be subject to appropriate disciplinary action, depending on the circumstances, up to and including immediate termination from employment.

The Airport Authority also recognizes that false accusations of harassment can be filed to the detriment of innocent men and women. If, upon thorough investigation, it is determined that a false and meritless charge of harassment or discrimination has been filed with improper motive, the employee making the false accusation will be subject to disciplinary action.

This Anti-Harassment policy and its protections apply equally to all employees, supervisors, managers and directors, executives, contract employees, independent contractors, and to all persons not employed by the Airport Authority but doing business with us, and all individuals present on company property or work sites for any reason. This policy is intended to work in conjunction with the Communications Policies and the Progressive Disciplinary Action Policy.