



Approved by: DocuSigned by: <i>Goran Sparrman</i> <small>BAA3630C92D22418...</small>	<b>Agency Policy 605</b>	Executive
Chief Executive Officer DocuSigned by: <i>Daphne Cross</i> <small>56B1B222654D484...</small>	Harassment Free Workplace	
Chief Diversity, Equity & Inclusion Officer	Effective Date: 02/07/2012 Revision Date: 7/3/2024	

## Harassment Free Workplace

### 1.0 Scope

- 1.1 This policy addresses Sound Transit's commitment to maintain a workplace free from any form of harassment, including sexual harassment.

### 2.0 Definitions

- 2.1 **Harassment:** Unwelcome conduct that is based on one or more protected traits and is sufficiently severe or pervasive to alter terms or conditions of employment and create a hostile or abusive work environment. Unlawful harassment includes situations where submission to unwelcome conduct is made a condition of employment.
- 2.2 **Sexual harassment:** Anything that is sexually provocative. To be considered prohibited sexual harassment by Sound Transit, the conduct does not need to be sexual in nature if it is directed at a person because of that individual's sex, sexual orientation, or gender identity. Prohibited and inappropriate conduct is as defined in the employee handbook.

### 3.0 Policy

- 3.1 Sound Transit is committed to providing a professional work environment where all employees may work together comfortably and productively and where each individual is treated with respect.
- 3.2 Sound Transit prohibits the harassment of any employee, particularly if the conduct is based on an individual's race, ethnicity, sex, religion, national origin, age, sexual preference or orientation, gender identity or expression, marital status, disability status, pregnancy, genetic information, veteran status or any other characteristic protected by law.
- 3.3 Employees are expected to respect the rights of customers, co-workers and others in the workplace by preventing and refraining from conversations or activities of an offensive, demeaning or intimidating nature. Managers are expected to take appropriate action to eliminate such conduct and bring such conduct to the immediate attention of the equal employment opportunity (EEO) program staff. Sound Transit recognizes that its role as part of the larger community is to model and actively practice respectful communications.
- 3.4 Inappropriate conduct is prohibited on Sound Transit worksites and property, at employer-sponsored activities and programs, on business-related trips and elsewhere.
- 3.5 Employees are responsible for immediately reporting any concerns or complaints to EEO program staff. If employees are concerned about an issue relating to EEO program staff, they should contact the chief human resources officer or chief executive officer or their designee.
- 3.6 Management is responsible for managing the work environment to make sure this policy is followed, coaching employees on appropriate workplace conduct and immediately informing EEO program staff of any alleged incidents, complaints or concerns raised by employees that could fall under the scope of this policy.
- 3.7 EEO program staff is primarily responsible for the intake, assessment, coordination with management, investigations and appropriate resolution of complaints or concerns.

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- 3.8 Sound Transit has zero tolerance for any form of discrimination or harassment. If Sound Transit determines that an employee has violated this policy, including managers who fail to report inappropriate conduct to EEO program staff, the employee will be subject to corrective action up to and including termination of employment.
- 3.9 Sound Transit does not retaliate or tolerate retaliation against those who complain in good faith about harassment in the workplace or who are witnesses in the investigation of such allegations. Sound Transit investigates any report of such retaliation and treats it as a violation of this policy if substantiated. Allegations of retaliation should be reported to EEO program staff.

**4.0 References**

- 4.1 Agency Policy 603 Equal Employment Opportunity
- 4.2 Agency Policy 606 Equity and Inclusion