

COUNTY OF VOLUSIA
NO HARASSMENT POLICY AND
EQUAL EMPLOYMENT OPPORTUNITY AND SEXUAL HARASSMENT POLICY
REVIEW

CC
Print Employee Name

108
Employee ID #

After the supervisor reviews the No Harassment Policy and the Equal Employment Opportunity and Sexual Harassment Policy with the employee, the employee will circle their answer to the following questions and initial. Please initial acknowledgement on question #4.

1. Do you understand each of these policies?

☒ Yes ☐ No CC (Employee Initials)

2. Do you know how to file a complaint if you ever have a problem with harassment or if you see inappropriate behaviors at work?

☒ Yes ☐ No CC (Employee Initials)

3. Do you understand that you can report harassment and/or other types of inappropriate behaviors to any of the following?

- * Anyone in Your Chain of Command
- * County of Volusia Personnel Office
- * County of Volusia Legal Department
- * Internal Affairs (Sheriff or Public Protection)
- * Florida Commission on Human Relations
- * Equal Employment Opportunity Commission

☒ Yes ☐ No CC (Employee Initials)

4. If you are aware of any behaviors that have not been addressed by management that took place (within a year from the date below) and that may impact the workplace and or cause conflict with either of these policies you must address the issue(s) with your chain of command or contact Chandra Gordon, HR Manager, Personnel @ 736-5951, x12607.

Acknowledge CC (Employee Initials)

5. Do you have any questions about either of these policies?

Yes ☒ No CC (Employee Initials)

Employee:

CC
Employee Signature

2-27-12
Date

103
Contact #

Supervisors must complete the following:

If the employee answered No to Questions 1, 2, and/or 3, did you answer the employee's question(s)?

☒ Yes ☐ No BW (Supervisor Initials)

If the employee answered Yes to Question 5, did you answer the employee's question(s)?

☒ Yes ☐ No BW (Supervisor Initials)

Supervisor:

S. A. B. Webb
Print Supervisor Name

S. A. B. Webb
Supervisor Signature

2/27/12
Date

1157
Contact #