



# Parks Employee Behavior Based Policies & Training

Administered by Office  
of Human Resources



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# Agency Policy

- **Anti-Discrimination, Harassment, and Sexual Harassment**
- **Violence in the Workplace**
- **Respectful Work Environment**
- **Employee Conduct and Ethics**



# Anti-Discrimination, Harassment, and Sexual Harassment

In order to achieve inclusivity and respect in our work environment, Parks is committed to fostering an environment where employees, volunteers and contractors are treated respectfully and are free from discrimination and harassment, including sexual harassment.

- **Discrimination** - Unfavorable or unfair treatment of a person or class of persons in comparison to others who are not members of the protected class, or retaliation for complaints related to discrimination against a protected class.
- **Harassment** - Occurs when an employee is subjected to offensive conduct as a condition of continued employment or when the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive, based on membership in a protected class. Verbal, nonverbal or physical conduct that threatens, intimidates, coerces, offends, or taunts another person (including sexual, racial, or ethnic slurs) that interferes with the employee's ability to perform their job.
- **Protected class** - A person's religion, age, sex, status as a breastfeeding mother, marital status, race, color, creed, national origin, political affiliation, military status, status as an honorably discharged veteran, disabled veteran, or Vietnam era veteran, sexual orientation, gender expression, gender identity, any real or perceived sensory, mental or physical disability, genetic information, the participation or lack of participation in union activities, or use of a trained dog guide or service animal by a person with a disability.
- **Sexual harassment** - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Harassment of an individual because of their sex, sexual orientation, gender identity, or gender expression is also considered sexual harassment.
- **Retaliation** - Adverse action(s) against individuals because they have reported instances of discrimination, harassment, or allegations of such conduct, or participated in any procedure to address a complaint of discrimination or harassment.



- Discrimination or harassment based on protected class, and/or sexual harassment of any kind are prohibited by law and will not be tolerated.
- Sexual harassment can occur in a variety of circumstances. The victim as well as the harasser can be any gender. The harasser can be any position – employee’s supervisor, a supervisor from another area, a coworker, and/or a contractor or agency of the employer. An individual claiming violation of this policy does not have to be the person harassed but may feel affected by the offensive conduct even if unintended by the offender. Common actions that occur that violate this policy and lead to sexual harassment include, but are not limited to, gestures, innuendos, jokes, or playful banter.
- **It is the responsibility by ALL to foster and maintain a welcoming, inclusive, professional, and safe workplace.**





# Violence in the Workplace

## Workplace Violence:

- Direct or implied verbal threat, direct or implied written threat, threatening behavior, intentional physical assault, or other conduct that arouses fear, hostility, or intimidation and/or
- Reasonably causes a person to fear for individual safety or for safety of friends, family, other co-workers, or property; and/or
- Occurs on agency property, is perpetrated using agency property, or affects the agency's ability to carry out its mission.

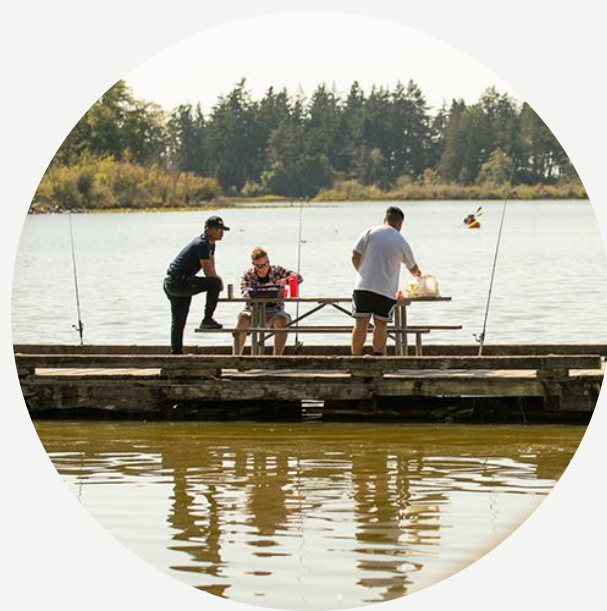
State parks will not tolerate violence, intimidating behavior or threats of violence in the workplace. Any intimidating or threatening behavior will be presumed to constitute a statement of an employee's intent to do harm, and is a violation of this policy. Violations can also include oral or written comments, jokes, gestures, horseplay, or other acts and communications that suggest or imply that physical or other harm may occur to someone's person or property, or that display hostility toward others.

All employees including supervisors and managers are expected to promote a safe working environment. All employees are responsible for immediately reporting threats or assaults.



# Respectful Work Environment

Everyone has a responsibility to set a positive example and behave in a manner that will support others and not engage in behavior to offend or embarrass others. Expectation is to treat everyone in the conduct of your work with dignity, civility, and respect. Supervisors and managers are expected to lead by example and create and maintain a workplace that demonstrates respect and professionalism.



# Respectful Behavior Examples

- Engaging with others with an open, collaborative and cooperative approach
- Valuing the diversity of others regardless their race, national or ethnic origin, color religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, veteran status, body shape/size, or any physical or mental disability.
- Engage courteously
- Being open to learn and develop an understanding of differing social and cultural norms
- Taking responsibility for one's actions, displaying humility with mistakes
- Engage in active listening
- Be constructive when providing feedback to others

# Disrespectful Behavior Examples

- Yelling
- Offensive or inappropriate remarks, jokes, gestures, material, or behavior
- Belittling
- Reprimanding in the presence of others
- Aggressive or patronizing behavior
- Embarrassing or humiliating behavior
- Intimidation and/or coercion
- Damaging gossip or rumors
- Bullying
- Inappropriate physical contact
- Discrimination
- Harassment
- Sexual Harassment





# Employee Conduct and Ethics

Employees are responsible to conduct all agency business in a manner bearing strict compliance with all relevant federal, state, and local laws and regulations and to exhibit ethical behavior in all work activities. Employees will perform work under the direction of agency policies, procedures, and fulfill all legally required processes, permits, and permit conditions.

It is the responsibility of the **employee** to be familiar with the requirements and restrictions of the state ethics law and rules (Chapter 42.52 RCW and 292 WAC).

The basic guiding principle stated in the ethics law and rules is that a state employee may not use their public position for private benefit, gain, or advantage.





# Basic provisions of ethics law – state employees are not allowed to:

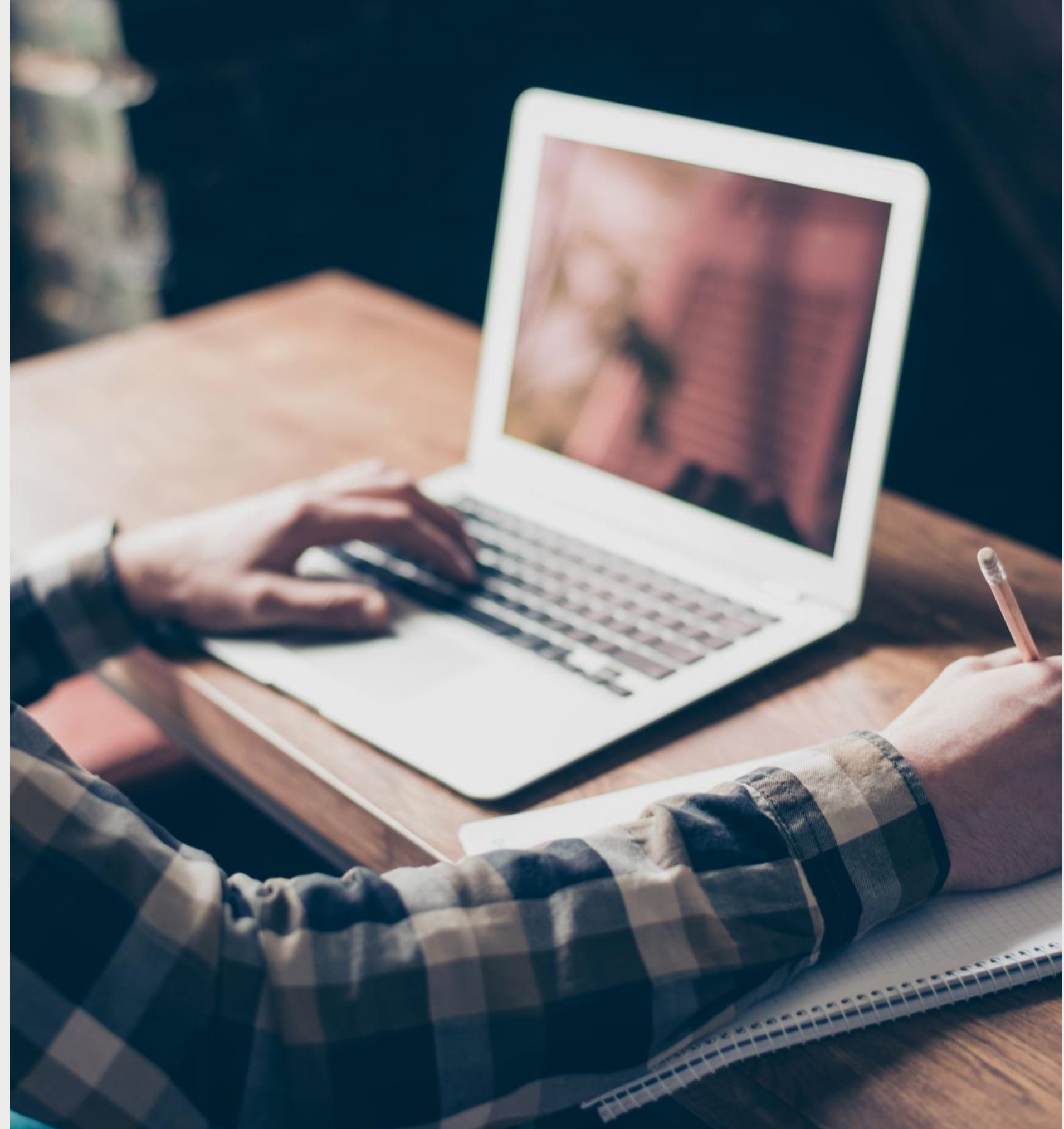
- Have a financial or other interest, or engage in any business or professional activity, or incur an obligation of any nature that is in conflict with his/her official duties;
- Use their official position to secure special privileges or exemptions for themselves or any other person or entity;
- Receive any compensation from a source, except the state, for performing, omitting, or deferring the performance of any official duty;
- Receive a gift, gratuity, or favor if it reasonably could be expected to influence or reward their action or inaction;
- Use state resources for a political purpose, to assist with a campaign for election, or to promote or oppose a ballot proposition;
- Use the agency Internet for personal use;
- Use other state electronic resources (email, phone, fax) beyond de minimus personal use;
- Disclose confidential information gained by reason of their position or otherwise use confidential information for personal gain or benefit, or gain or benefit of another;
- Intentionally conceal records if the employee knew the record was required to be released.

# State Employee Required Training

- Sexual Harassment Prevention – online training
- Ethics in State Government – online training
- IT Security – online training

## Other Recommended Training

- Open Government – online training



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# Sexual Harassment Prevention

- Key training objectives:
  - Recall prevention strategies
  - Identify the forms and types of sexual harassment
  - Examine the difference between sexual harassment and other inappropriate behaviors
  - Learn how to apply the laws and definitions related to sexual harassment
  - Identify the roles of the state, organization, manager, supervisor, and all employees.
  - Apply tools to address inappropriate behaviors
  - Learn how to report sexual harassment
  - Identify the consequences that occur when inappropriate behaviors are not addressed
- Duration of training: 1hr 45min



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# Ethics in State Government

- Key training objectives:
  - Identify violations of the Ethics in Public Service Act.
  - Define the Executive Ethics Board’s role in enforcing the Ethics in Public Service Act.
  - Access, review, and apply information and legal mandates.

Duration of training: via online training that takes approximately 1hr 30 min; or we can organize a specific training by the Executive Ethics Board either in-person or webinar style.



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# IT Security

- Key training objectives:
  - Learn about cybersecurity
  - Learn security tips to prevent cyber threats
  - Learn how to identify cyber threats
  - Learn the impacts of security breaches
  
- Duration of training: 50 minutes



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# Open Government Training

- Key training objectives:
  - General overview and principles of open government
  - Public Records Act Basics
  - Open Public Meetings Act Basics
  - Records Management and Retention Basics
  
- Duration of training: 90 minutes

