

Subject	Annual Acknowledgement of Respect in the Workplace Policy
Summary	The Authority has an administrative policy to provide a work environment that encourages respect and freedom from harassment and discrimination. Employees and Commissioners are required to be briefed on the policy and sign an acknowledgement on an annual basis. Attached is the Authority's policy on Respect in the Workplace. Per discussion with Commissioners at the March 19 th meeting, the attached policy has been revised to include the signature acknowledgement on the last page of the policy statement.
Recommendations	Staff recommends that each Commissioner read the attached policy "Respect in the Workplace" and sign the acknowledgement that he/she has received the policy and that he/she agrees to comply with the policy.
Financial Implications	None.
Options	None.
Attachments (See APC Packet dated 5/1/08)	A. Office Procedure #6 – Respect in the Workplace.
Changes from Committee	<i>None</i>

Background

The Authority has an administrative policy that encourages respect for each person in the workplace, including freedom from harassment and discrimination. The policy sets forth expectations for employee, supervisor and manager behavior for handling discrimination and harassment complaints, for investigating inappropriate behavior and for continuous training of employees regarding this procedure. Section VII, Training and Annual Acknowledgement, specifies that in March of each year, Commissioners shall be briefed on this policy and must also sign an acknowledgement that he or she will comply with the policy.

Per discussion by the Commissioners on March 19th, the attached policy is being brought back with a revision to include the signature block to acknowledge having read and agreeing to comply with the policy at the end of the policy statement instead of by a separate acknowledgement form. Commissioners are requested to read and sign the acknowledgement and return the entire policy statement to the Executive Secretary.