

PORT ISABEL-SAN BENITO NAVIGATION DISTRICT

EMPLOYMENT POLICIES

1. EEO POLICY

It is the policy of the Port Isabel-San Benito Navigation District (The District) not to discriminate in employment practices or to make any distinction in rate of pay, opportunity for advancement, transfer, layoff, or termination because of an employees' race, color, religion, sex, age, national origin, disability or other (unlawful) factor.

2. SEXUAL AND OTHER HARASSMENT

No person shall be required, as a condition of hire or as a condition of advancement or continued employment, to engage in or tolerate conduct of a sexual nature that a reasonable person would find offensive. Similarly, no employee shall be required to endure sexually offensive conduct, whether or not doing so is made a condition of advancement or continued employment. Such sexually offensive conduct might consist of requests for sexual favors, inappropriate inquiries regarding a person's sexual or private life, inappropriate touching, sexually offensive or crude language, the display of offensive objects or pictures and the like.

All such conduct is prohibited, whether committed by a superior, a co-worker, a subordinate, or even a non-employee. Any employee who is a victim of such conduct is directed to report the matter immediately to the Port Director/General Manager. All such reports will be taken very seriously and will be investigated. Any employee who in good faith makes such a report will not in any way be punished or retaliated against. Any employee who is determined to have engaged in such conduct will be subject to discipline, up to and including immediate dismissal.

The District similarly prohibits and will not tolerate any type of harassment or intimidation on the basis of a person's race, color, national origin, religion, age or disability, and the same rules and prohibitions as described above apply to harassment on the basis of these other factors.

3. JOB REQUIREMENTS

Job descriptions are used to outline the duties and responsibilities of the job to be performed for efficient recruitment and advancement of an individual position, in terms of experience (years of service), education, specific skills, etc.