

Kosovo Police Service Policies and Procedures

Title: Harassment

Policy Number: P-1.22

Effective Date: 01 January 2000 (Revised 19 February 2003)

Approving Authority: Director, Kosovo Police Service

POLICY

- I. It is the policy of the Kosovo Police Service to provide a businesslike work environment free from all forms of employee discrimination, including incidents of sexual harassment. No employee will be subjected to unsolicited and unwelcomed sexual overtures or conduct, through suggestive looks or gestures or of a verbal or physical nature. Harassment will be treated as misconduct with appropriate disciplinary sanctions.

PURPOSE

- II. To establish KPS policy concerning allegations of harassment; establish proper reporting procedures for reporting instances of harassment; and to define instances, happenings and occurrences of sexual harassment.

DEFINITIONS

- III. The following definitions shall be applicable in this policy:
 - A. **Employee:** All KPS personnel, both officers and non-officers.
 - B. **Sexual Harassment:** The deliberate or repeated behavior of a sexual nature by an employee to another that is unwelcomed, unasked for or rebuked by the other employee. The behavior can be verbal, nonverbal or physical in nature.

Examples of sexual harassment could include, but are not limited to, the following:

1. Sexual comments of a provocative or suggestive nature;
2. Jokes or innuendos intended for and directed to another employee;
3. Suggestive or demeaning looks or leering;
4. Creating an intimidating, hostile or offensive working environment;
5. Making acceptance of unwelcomed sexual conduct or advances or requests for sexual favors of any nature a condition of employment or continued employment;
6. Unsolicited gestures, graphic materials and verbal or written comments;
7. Unwelcome physical contact of a sexual or suggestive nature;
8. Conduct by a supervisor who uses implicit coercive sexual behavior to control, influence or affect the career, salary, job or working conditions of a fellow employee.

PROCEDURE

IV. A. Reporting Procedures

1. An employee who believes he or she has been harassed will contact either the employee's immediate supervisor or the Station Commander.
2. Allegations of sexual harassment will be reported immediately by the employee in writing.
3. Until the complaint is found to be valid, the identities of those persons involved will be kept confidential.

B. Command and Supervisory Personnel.

Command and supervisory personnel will:

1. Be responsible for reporting instances of harassment to the appropriate higher authority;

2. Be responsible for initiating immediate disciplinary action if the situation warrants; and
3. Take immediate action to limit the affected employees from any further exposure to harassment.

Kosovo Police Service Policies and Procedures

Title: Sexism and Racism
Policy Number: P-1.23
Effective Date: 01 January 2000 (Revised 26 September 2002)
Approving Authority: Director, Kosovo Police Service

POLICY

- I.** The Kosovo Police Service will not tolerate employees who discriminates against any person because of race, sex, color, religion, age, sexual preference, creed, ancestry, nationality, physical or mental challenge, or medical condition of any person or group.

PURPOSE

- II.** To promote a comfortable, hassle free work environment devoid of prejudice or sexism throughout the Kosovo Police Service.

COMMENTARY

- III.** This regulation is intended to prohibit omissions or specific actions which are based on a citizen's race, sex, color, religion, age, sexual preference, creed, ancestry, nationality, physical or mental challenge, or medical condition. Equality of treatment of all citizens requires all members of the Kosovo Police Service disregard any political or fraternal affiliation, ethnic, racial and religious identification, national origin, and economic status.

Kosovo Police Service Policies and Procedures

Title: Sexual Harassment

Policy Number: P-1.48

Effective Date: 27 February 2002 (Revised 19 February 2003)

Approving Authority: Director, Kosovo Police Service

I. POLICY

It is the policy of the Kosovo Police Service to provide a professional work place free from all forms of employee discrimination, including incidents of sexual harassment. No employee will be subjected to unsolicited and unwelcomed sexual overtures or conduct. Harassment will be treated as misconduct with appropriate disciplinary sanctions.

II. PURPOSE

To establish KPS policy concerning allegations of harassment; establish proper reporting procedures for reporting instances of harassment.

III. DEFINITIONS

The following definitions shall be applicable in this policy:

- A. Employee:** All KPS personnel (officers and civilians).
- B. Sexual Harassment:** The deliberate or repeated behavior of a sexual nature by an employee to another that is unwelcome and rebuked by the employee. The sexual behavior can be verbal, nonverbal or physical in nature. Examples of sexual harassment could include, but are not limited to, the following:

1. Sexual comments of a provocative or suggestive nature;
2. Sexual jokes intended for and directed to or proximity of another employee;
3. Creating an intimidating, hostile or offensive work place;
4. Making acceptance of unwelcomed sexual conduct or advances or requests for sexual favors of any nature a condition of employment or continued employment;
5. Unsolicited gestures, graphic materials and verbal or written comments;
6. Unwelcome physical contact of a sexual or suggestive nature;
7. Conduct by a supervisor who uses implicit coercive sexual behavior to control, influence or affect the career, salary, job or working conditions of a fellow employee.

IV. PROCEDURE

A. Reporting Procedures.

1. An employee who believes he or she has been harassed will contact their immediate supervisor or the Station Commander, to make a written report specifically describing the alleged behavior.
2. A written allegation of sexual harassment will be reported immediately by the employee.
3. Until the complaint is found to be valid, the identities of those persons involved will be kept confidential.

B. Command and Supervisory Personnel.

Command and supervisory personnel will:

1. Be responsible for reporting instances of harassment, through the Deputy Commissioner office to the Professional Standards Unit.
2. Take immediate action to limit the affected employee(s) from further exposure to harassment.

3. If the person being accused of harassment is an international officer, the supervisor receiving report will immediately notify the international officers supervisor of the complaint, and have the complaint forwarded to internal affairs.