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**Authorized Signature**

**Number:** AS-PT-04-014  
**Issue Date:** 10/22/2004

**Topic:** Agency-wide Policy

**Transmitting (check the box that best applies):**

- New Policy   
  Policy Change   
  Policy Clarification   
  Executive Letter  
 Administrative Rule   
  Manual Update   
  Other: \_\_\_\_\_

**Applies to (check all that apply):**

- All DHS employees                     
  County Mental Health Directors  
 Area Agencies on Aging                     
  Health Services  
 Children, Adults and Families                     
  Seniors and People with Disabilities  
 County DD Program Managers                     
  Other (please specify):

Policy/Rule Title:	Harassment-Free Workplace		
Policy/Rule Number(s):	AS-060-013	Release No:	2.0
Effective Date:	10/21/2004	Expiration:	
References:	DAS <a href="#">HRSD 50-010-01</a> , Harassment-Free Workplace Policy		
Web Address:	<a href="http://www.dhs.state.or.us/policy/admin/hr/060_013.htm">http://www.dhs.state.or.us/policy/admin/hr/060_013.htm</a>		

**Discussion/Interpretation:** This policy has been renamed from Harassment-Free/Violence-Free Workplace to Harassment-Free Workplace and removes reference to the DAS Violence-Free Workplace policy. This revision is necessary because DHS has adopted a separate policy to address a violence-free workplace, Prevention of Violence/Weapons in the Workplace.

**Implementation/Transition Instructions:** No implementation or transition is necessary.

**Training/Communication Plan:** This policy transmittal provides formal announcement of the policy revision. No training is planned or required.

**Local/Branch Action Required:** No action required.

**Central Office Action Required:** Respond to questions or concerns, review the policy

and procedures annually and update as necessary.

**Field/Stakeholder review:**     Yes     No

**If yes, reviewed by:**

**Filing Instructions:** No paper copies are distributed for filing. DHS Agency-wide policies are located on the DHS web site at <http://www.dhs.state.or.us/policy/admin/>

*If you have any questions about this policy, contact:*

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