



Palm Tran

Administrative Offices

100 N. Congress Avenue
Delray Beach, FL 33445
(561) 841-4200
FAX: (561) 841-4291

Palm Tran Connection

50 South Military Trail
Suite 101
West Palm Beach, FL 33415-3132
(561) 649-9838
FAX: (561) 656-7156
www.palmtran.org



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**Harassment-Free Policy Statement
AUGUST 26, 2025**

It is the policy of Palm Tran and its administrative staff to ensure a workplace free of harassment based on race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, pregnancy, veteran status, genetic information, domestic violence status, ethnicity, familial status, and ancestry. Palm Tran strongly disapproves of and will not tolerate harassment of employees by managers, supervisors, or co-workers. Similarly, Palm Tran will not tolerate harassment by its employees of non-employees with whom the organization has a business or professional relationship. In addition, the organization will attempt to protect its employees from harassment by non-employees.

Harassment includes unwelcome verbal or physical conduct based on any protected characteristic named before that creates an intimidating, offensive, and hostile working environment that interferes with work performance. Some examples include slurs, jokes, offensive statements or conduct, physical assaults or threats, intimidation, offensive posters, e-mails, or similar statements or conduct based on any of the protected classes identified above.

Sexual harassment includes prohibited verbal or physical conduct or discussing or displaying visual depictions of sex acts or sexual remarks about someone's sex, as well as other unwelcome sexual conduct such as requests for sexual favors, conversations containing sexual comments, and unwelcome sexual advances. Such conduct is extremely serious sexual harassment when:

1. Submission to the conduct is made either an explicit or implicit condition of employment;
2. Submission or rejection of the conduct is used, at least in part, as the basis for an employment action; or
3. The harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors, managers, or non-supervisory employees, is also prohibited. This conduct includes, but is not limited to:

- Unwanted physical contact of any kind, including sexual flirtations, touching, advances, or propositions.
- Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references.
- Demeaning, insulting, intimidating, or sexually suggestive comments about an individual or their sex.
- The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs.
- Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.



All Palm Tran employees are responsible for assisting the organization with strict adherence to our policy. Any employee who believes that they have been subjected to harassment based on a protected class has the responsibility to report the situation as soon as possible and can file a complaint and a violation of the policy to:

EEO Officer: Lina Aragon
E-mail: laragon@pbc.gov or Palm-EEO@pbc.gov

Any employee, supervisor, or manager found to have violated the harassment policy will be subject to appropriate disciplinary action, up to and including termination of their employment. In addition, if an investigation of a complaint reveals that the complaint information is false, the individual who provides the false information will be subject to disciplinary action.

Palm Tran prohibits any form of retaliation against any employee who brings bona fide complaints, provide information, or cooperate with an investigation about harassment. Violations of this strict policy will result in disciplinary action, up to and including termination of their employment.

As Executive Director, I am committed to implementing this policy effectively and expect the participation and cooperation of everyone associated with it.

A handwritten signature in blue ink, appearing to read "Ivan Maldonado", is written over a horizontal line.

Ivan Maldonado
Executive Director, Palm Tran