



Palm Tran

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**Harassment-Free Policy Statement
July 3, 2026**

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, discussing or displaying visual depictions of sex acts, or making 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.