

WORKPLACE HARASSMENT POLICY

The Town of _____ strictly prohibits harassment on the basis of race, color, religion, gender, national origin, age, or disability as such actions constitute discrimination. No Town employee shall engage in harassment of any form.

Harassment is defined as unwelcomed or unsolicited speech or conduct based upon race, sex, creed, religion, national origin, age, color, or handicapping condition as defined by the Americans With Disabilities Act that creates a hostile work environment or circumstances involving quid pro quo.

Sexual Harassment as defined by the Equal Employment Opportunity Commission is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Any town employee who believes he or she may have a complaint of harassment may follow the Town's grievance procedure found in Section ___ of the Town's Personnel Policy or should file the complaint within 30 days of the occurrence directly with the Mayor, Town Manager/Administrator, or Department Head. The Town will conduct an investigation into any allegation of harassment. An administrative official of the town will advise the employee of the outcome of the investigation. The Mayor/ Town Manager/Administrator will take any action he/she deems necessary to preserve the integrity of the organization and to ensure the efficiency and effectiveness of the town's operations.

Employees witnessing harassment shall also report such conduct to the appropriate town official. Retaliation toward any employee exercising his or her right and duty to address perceived harassment will not be tolerated.