



HARASSMENT POLICY

Harassment is defined as the act of unwelcome behavior, troubling, worrying, or tormenting others (even in a humorous context). Illegal harassment is present when an employee, supervisor or co-worker troubles, worries, or torments a person because of that individuals' race, sex, creed, marital status, color, age, handicap, ancestry, sexual orientation, arrest, or conviction record. Harassment includes verbal or physical contact that has the purpose of creating an intimidating, hostile, or offensive working environment, or in any way interferes with the individual's work performance.

The TOWN will not tolerate any acts of harassment by its employees. Any employee engaging in such prohibited behavior will be subject to immediate disciplinary action, up to and including termination. Any employee who feels that he/she is being subjected to a form of harassment should notify his/her supervisor immediately. In the event the employee's supervisor is the alleged harasser then the employee should notify the supervisor's supervisor.

PROCEDURE

Any employee that feels he/she has been discriminated against or harassed in any way or believes they have witnessed any discrimination, or harassment may file a complaint in writing. Filing a complaint will in no way have an adverse impact on the employee's employment status.

All complaints of discrimination or harassment will be investigated promptly and as discreetly as possible. If it is determined that a violation of this policy has occurred, the Mayor will recommend appropriate disciplinary action. If the investigation is inconclusive or it is determined that there has been no violation of the policy, but potentially problematic conduct has occurred the Mayor may recommend appropriate preventive action. However, filing false, groundless or malicious complaints is a violation of this policy and disciplinary action will be taken.