

## TOWN OF RICHFORD POLICY ON SEXUAL HARASSMENT

It is the policy of The Town of Richford that all employees have a right to work in an environment free of discrimination, which encompasses freedom from sexual harassment. The Town strongly disapproves of sexual harassment of its employees in any form, and states that all employees, including elected officials at all levels of the Town must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work and will be held responsible for insuring that the workplace is free from sexual harassment.

Specifically, the Town prohibits the following:

- Unwelcome sexual advances;
- Requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment relationship;
- Other verbal or physical conduct of a sexual nature made to any employee that may threaten or insinuate either explicitly or implicitly that any employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that person's employment evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development;
- Any verbal or physical conduct that has the purpose or effect of substantially interfering with the employee's ability to do his or her job;
- Any verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Such conduct may result in disciplinary action up to and including dismissal.

Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel is also prohibited. This behavior includes, but is not limited to, commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, off-color language or jokes, innuendoes, and sexually suggestive objects, books, magazines, photographs, cartoons or pictures.

Employees who have complaints of sexual harassment by anyone at work, including any supervisors, co-employees, or visitors, are urged to report such conduct so that the Town may investigate and resolve the problem. Employees may bring such matters to the direct attention of their supervisor, department heads, Town Supervisor or directly to the town attorney.

The Town will investigate all complaints as expeditiously and as professionally as possible. Where investigations confirm the allegations, appropriate corrective action will be taken.

The Town will make every attempt to maintain the information provided to it in the complaint and investigation process as confidentially as possible.

There will be no retaliation against employees for reporting sexual harassment or assisting the Town in the investigation of a complaint. However, if after investigating any complaint of harassment or unlawful discrimination, the Town learns that the employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who provided the false information.