

HARASSMENT POLICY

This represents the policy of the Town of Haughton concerning harassment - both general and sexual. Any questions concerning the context of this policy should be discussed with your department head.

It is the Town of Haughton's belief that its employees are the primary means by which the goals and objectives of the town will be met. To that end, the rights of all employees must be respected. All employees of the Town of Haughton must understand its position on harassment. By definition, harassment is any unwanted physical or verbal conduct or action prohibited by law by someone in the workplace that creates an intimidating, hostile, or offensive work environment, including discrimination and sexual harassment.

The management of the Town of Haughton strongly disapproves of activity which falls within the definitions of harassment and will take appropriate action to end said harassment and/or prevent the recurrence of any such misconduct. Any form of harassment or discrimination that violates federal, state or local law, including, but not limited to, that which is related to an individual's race, religion, color, sex, sexual orientation, national origin, pregnancy, age, or disability, is a violation of this policy and will be treated as a disciplinary matter.

The procedure for reporting and dealing with these very sensitive issue is as follows:

* If a person's behavior makes an employee uncomfortable, the employee should feel free to immediately advise the person that, in the employee's opinion, the behavior is inappropriate and that the employee would like it stopped.

* If the employee is not comfortable discussing the issue with the person, or if the person fails to respect and employee's request, the employee should report the incident to his or her supervisor. If, for whatever reason, the employee does not feel that the supervisor is a suitable person to whom to report the incident, the employee should contact the Mayor.

More specifically as to the issue of Sexual Harassment, it may be defined as unsolicited, offensive behavior that inappropriately asserts sexuality over employees including but not limited to the following:

- a) Verbal: Sexual innuendos, suggestive comments, threats, sexual humor;
- b) Non-Verbal: Leering, whistling, obscene gestures;
- c) Physical: Touching, brushing the body, coerced sexual activity, assault.

Whether or not a particular incident is sexual harassment requires a complete factual investigation and the Town of Haughton will conduct such investigations on all complaints in a manner so as not to cause any serious effect on innocent employees who either file a complaint and/or may be the subject of a filed complaint. In all instances, a prompt, thorough and, fair investigation will take place, giving careful consideration to protect the rights and dignity of all

persons involved. The Town of Haughton will take those steps it feels necessary to resolve the problem, which may include verbal or written reprimand, suspension or termination.

It must be understood also that the Town of Haughton will investigate by confidentially gathering information from all concerned parties, and will not retaliate against any employee as a result of reports of alleged harassment or cooperation with any investigation. The Town of Haughton may consult its legal representative for assistance in determining whether conduct which has occurred does in fact constitute sexual harassment. The Town of Haughton may also make subsequent inquiries from time to time to ensure offensive conduct does not resume and/or that the subject of such harassment has not suffered any retaliation. No retaliation of any kind will be tolerated because an employee in good faith reports an incident of suspected harassment. The supervisor, or other person to whom the complaint was made, will work to establish mutually agreed upon safeguards against retaliation while attempting to mediate any sexual harassment complaint.

Any employee who believes he or she has been subjected to sexual harassment should report the alleged act immediately or as soon as possible to the employee's immediate supervisor or to the Mayor. It is not necessary to complain to an offending supervisor in order to report sexual harassment.

Any employee, manager, or supervisor found by the town to have sexually harassed another employee will be subject to appropriate discipline, up to and including termination.