

Brown Township

Anti-Harassment Policy

Harassment is against Township policy and is a violation of the law. Any harassment, whether based on sex, race, color, religion, national origin, citizenship, age, disability, or veteran status is strictly prohibited. No employee or official shall engage in, or be subjected to, any form of harassment.

Harassment includes:

Discrimination

Discrimination against any individual with respect to all phases of the employment relationship, including but not limited to recruiting, testing, hiring, upgrading, promotion/demotion, lay-off, termination, benefits, selection for training, or any other terms of conditions, or privileges of employment, because of the individual's race, color, gender, religion, national origin, citizenship, disability, or veteran status is illegal and will not be tolerated.

Sexual Harassment

For purposes of this policy, sexual harassment is defined as unwelcome and unwanted sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when: 1) submission to or rejection of this conduct by an individual is used explicitly or implicitly as a factor in decisions affecting hiring, evaluation, promotion, or other aspects of employment; or 2) this conduct substantially interferes with an individual's employment or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting, obscene comments or gestures; and display in the work place of sexually suggestive objects or pictures. This behavior by any Township official or employee is unacceptable in the work place and in any Township-related setting and will not be tolerated.

Other Forms of Prohibited Harassment

Examples of actions that constitute other forms of harassment in violation of this policy include racial or ethnic epithets, slurs, jokes, negative stereotyping or comments, name calling and innuendos. Taunting or displaying written materials or communications demonstrating hostility toward a person because of his or her race, color, age, gender, religion, national origin, citizenship, disability, or veteran status are also prohibited.

Reporting

The Township encourages individuals who believe they are being, or have been, harassed by a Township employee or official to clearly and promptly notify the offender that his or her behavior is unwelcome. If, for any reason, an individual does not wish to approach the offender directly or if such discussion does not successfully end the harassment, the individual should notify a member of the Board of Trustees or the Fiscal Officer. The Trustee or Fiscal Officer may talk to the alleged harasser or arrange for mediation between the individual and the alleged harasser with a third person acceptable to both. This information procedure is not a required first step for the reporting individual.

If the reporting individual does not wish to pursue the informal procedure, or if the informal procedure does not produce a result satisfactory to the reporting individual, the following steps should be followed to report the alleged harassment and to initiate a formal procedure:

- Notification – An individual who believes he or she has been subjected to any form of harassment should report the incident to a member of the Board of Trustees or the Fiscal Officer. The Fiscal Officer or the Trustee so informed must then immediately file a written report of the complaint with the Board of Trustees.
- Description of Misconduct – An accurate report of objectionable behavior is necessary to resolve a formal complaint of harassment. All complaints of any harassment must be reduced to writing by either the reporting individual or the individual receiving the complaint.
- Time for Reporting a Complaint – Prompt reporting of harassment complaints is strongly encouraged as it allows for rapid response and resolution of objectionable behavior or conditions for the reporting individual and any other affected employees. The Township has chosen not to impose a limited time frame for the reporting of any harassment complaints, but the reporting individual should be aware that applicable statutes of limitations do limit the time for instituting outside legal action.
- Protection Against Retaliation – The Township will not retaliate against and will not permit any Township official or employee to retaliate against an individual

who makes a report of harassment. Retaliation is a very serious violation of this policy and should be report immediately.

- Responsibility to Report – Any Township official or employee who witnesses first hand any form of harassment in violation of this policy has an affirmative duty to report the same to the Board of Trustees.

Investigation

Any allegation of harassment brought to the attention of the Board of Trustees will be promptly investigated initially by the person to whom the complaint was reported unless the Board of Trustees determines another person should be the investigator.

Confidentiality will be maintained throughout the investigatory process to the extent allowed by law and appropriate under the circumstances.

Upon completing the investigation, the investigator will report to the Board of Trustees. The Board will review the investigation, make finding, and decide upon the appropriate action to take. The Board will communicate its findings and intended actions to the reporting individual and the alleged harasser.

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