

## **SEXUAL HARASSMENT PREVENTION POLICY**

Johnsburg reaffirms its policy to provide equal opportunity in employment through its commitment to ensure an environment for all employees, which is fair, humane and respectful. Sexual harassment is against the law and a violation of the nondiscriminatory policy of Johnsburg. Section 704 of Title VII of the Civil Rights Act of 1964 specifically prohibits sexual discrimination in the form of sexual harassment. It is also a violation of New York State's Human Rights Law.

Unwelcome verbal or physical sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made **whether** explicitly or implicitly a term or condition of an individual's employment
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or promotion or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work or creating an intimidating, hostile or offensive working environment.

As an unsolicited, offensive behavior that inappropriately asserts sexuality over status as an employee, sexual harassment often engenders a feeling of powerlessness and can threaten a person's economic livelihood.

The following are some examples of sexual harassment:

**VERBAL**    -Sexual innuendos and comments or remarks about clothing, body or sexual activities  
                  -Suggestive or insulting sounds  
                  -Sexual propositions, invitations, or other pressures for sex  
                  -Implied or overt threats

**PHYSICAL**    -Unnecessary touching  
                  -Brushing against the body  
                  -Coerced sexual relations  
                  -Assault

**NON-VERBAL**    -Leering /prolonged staring  
                  -Obscene gestures

## **SEXUAL HARASSMENT PROCEDURES**

### INFORMAL PROCEDURE

The Town of Johnsburg is aware of the sensitivity of situations involving sexual harassment and urges people involved in such situations to seek advice and counsel immediately. The Town Supervisor can provide assistance for informal resolution of a complaint. Strict confidentiality

will be observed in all cases. A written complaint or a formal grievance need not be made in order to seek informal advice.

While the Johnsbury Town Board urges employees experiencing problems with sexual harassment to seek assistance, it offers the following accessible and flexible means of dealing **with** situations of sexual harassment:

- With every regard to maintaining one's personal safety, the individual may talk with the alleged harasser and make it clear that such behavior is unwelcome and must stop.
- Individuals are to express their concerns to their department heads.

## **SEXUAL HARASSMENT REVIEW PROCEDURE**

If you believe you have been a victim of sexual harassment, submit your complaint to two of the following: Town Supervisor, a Town Board member, and /or Department head. Statements should be submitted in writing, using the form on the following page. Two (2) Town representatives will investigate your complaint and attempt to resolve the problem within seven (7) days.

If you are still not satisfied, the Town Supervisor will refer your complaint to the Town Board at their next regularly scheduled meeting for discussion or resolution.

You will be notified of their action within seven (7) days and if you are still dissatisfied, your complaint will be presented to a mutually agreed upon representative, who will review your concerns and respond with thirty (30) days. Retaliation against any person making a complaint is prohibited, despite the resolution of said complaint. Any questions should be directed to the Town Supervisor.

## **CHARGE OF SEXUAL HARASSMENT**

**This form is to be used to file a charge of inappropriate conduct based on SEXUAL HARASSMENT**

***PLEASE PRINT OR TYPE***

**Your Name** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Current Position** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

- 1. Have you filed this charge with a Federal or State Government Agency?**  
**YES** \_\_\_\_\_ **NO** \_\_\_\_\_ **If yes, when?** \_\_\_\_\_ (MM/DD/YYYY)
- 2. Have you instituted a suit or court action on this charge?**  
**YES** \_\_\_\_\_ **NO** \_\_\_\_\_ **If yes, when?** \_\_\_\_\_ (MM/DD/YYYY)

