

VILLAGE OF ROSCOMMON

POLICY ON SEXUAL HARASSMENT
WITHIN THE WORK PLACE

DEFINITION

Sexual harassment has been defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made as term or condition either explicitly or implicitly to obtain employment;
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment;
3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment.

The creation of an intimidating, hostile or offensive employment environment may include, but is not limited to:

1. sexually degrading or suggestive words or insults;
2. persistent comments on a worker's sexual preference and private life;
3. graphic commentary about an individual's body;
4. explicit or implicit propositions or request for sexual favors;
5. physical contact of an inappropriate or sexual nature.
6. sexually explicit material shown to or used to provoke a response from an individual.

POLICY

The Village of Roscommon considers sexual harassment to be a serious infraction of its Personnel Policy, Rules, and regulations which will result in disciplinary action (up to and including discharge), against the offender, regardless of the offenders position. All personnel will be expected to be professional in both their words and conduct when at work or when dealing with other personnel or the general public.

REPORTING AND INVESTIGATION

Any employee who feels they have been sexually harassed shall immediately report the harassment to his or her supervisor. If the supervisor is the source of the alleged sexual harassment, the employee shall report the harassment to the manager or the Village President. Reports shall be in writing and signed. Complaints must be made within two (2) working days of the alleged incident.

The Village Manager or Village President shall have the authority to direct an investigation into the alleged harassment, and approve all subsequent disciplinary actions. It will be the policy of the Village to treat all such complaints or allegations with respect and confidentiality regarding the personal privacy of all concerned parties.

No employee shall be subject to any form of retaliation for pursuing or cooperating in a sexual harassment investigation.

DOCUMENTATION

The Village Manager shall document the allegations, findings, and actions taken. Such documentation will be retained in a separate file from the normal personnel file of the individuals concerned. At the request of involved personnel, a copy of the findings can be placed in the requesting individual's personnel file.

APPEALS

Employees who are dissatisfied with the resolution of a complaint have the right to bring their concerns to the Village Council. They may request to be heard in open session or have the right to request an executive session.

FURTHER COMPLAINTS

Should a complaint be received alleging further violations of this policy by the same individual, an investigation shall be conducted by both the Village Manager and Village President. In cases where the allegations are proven, immediate termination of the violator shall be warranted.

FALSE ALLEGATIONS

Any employee who is found to have raised deliberate false allegations shall be subject to discipline up to and including termination.

OTHER HARASSMENT COMPLAINTS

The Village of Roscommon considers racial, ethnic, and religious harassment to be a serious infraction of its' rules, therefore any employee who believes that he/she has suffered harassment because of their race, color, national origin or religion shall have the same recourse to and response from the Village as outlined above.

Adopted: July 24, 1997