


<b>TOWN OF WOODFIN – POLICY STATEMENT</b>		Policy #:	
Department: Administration / Finance		Issuing Date:	06/20/2017
 <p style="text-align: center;"><b>No Retaliation Policy</b></p>	Policy Title:	Effective Date:	06/16/2021
		Revised Date:	06/20/2017
		Prepared By:	Jason Young, Town Administrator
		Approved By & Date:	Board of Commissioners 06/20/2017

**PURPOSE:** No person will be adversely affected or otherwise retaliated against in his/her employment with the Town because of bringing a good faith complaint of unlawful harassment or participating in an unlawful workplace harassment investigation or for making in good faith a complaint about the violation of discrimination, anti-harassment, workplace violence, or other unlawful behavior or conduct that violates the Town's policy or policies.

**POLICY:** No person will be adversely affected or otherwise retaliated against in his/her employment with the Town because of bringing a good faith complaint of unlawful harassment or participating in an unlawful workplace harassment investigation or for making in good faith a complaint about the violation of discrimination, anti-harassment, workplace violence, or other unlawful behavior or conduct that violates the Town's policy or policies.

**OTHER PROTECTED ACTIVITY:**

A. Other protected activity includes, but is not limited to:

- a. Initiating an internal complaint or report of discrimination or harassment,
- b. Filing a claim of discrimination,
- c. Requesting an accommodation for a disability,
- d. Filing a Workers' Compensation claim following a work-related injury,
- e. Requesting leave under the Family and Medical Leave Act; or
- f. Filing a safety or environmental related complaint with state and/ or federal oversight agencies.

**PROCEDURE:**

- A. Reports of retaliatory conduct will be promptly and objectively investigated in accordance with the Town's investigation procedures.
- B. If a retaliation complaint is substantiated, appropriate disciplinary action, up to and including termination, will be taken against those who have engaged in such behaviors, as the Town deems appropriate in its sole discretion.
- C. Co-workers are prohibited from engaging in retaliation against other employees and will be subject to discipline, up to and including termination, for such conduct.
- D. If an employee (or applicant) feels as if they have suffered an adverse action for making a complaint or for testifying, assisting, or participating in any manner in any investigation, proceeding or hearing conducted by Town of Woodfin and/or a federal or state enforcement agency, the employee should contact the Town Administrator.

**SCOPE:** This policy applies to all employees of the Town of Woodfin.

**COMMENTS:** Policy should be reviewed annually and updated, as necessary.

**POLICY** Please contact the Town Administrator at 828-253-4887 with any questions pertaining to this  
**AUTHORITY:** policy.