

NON-DISCRIMINATION/ANTI-HARASSMENT POLICY

The Town of Greece is committed to provide equal employment opportunity to all people without regard to age, race, creed, religion, color, national origin, sex, sexual orientation, disability or marital status. The Town also prohibits discrimination in employment on the basis of age, race, creed, religion, color, national origin, sex, sexual orientation, disability or marital status. The Town's commitment to equal opportunity and non-discrimination extends to all aspects of the employment relationship, including: hiring, promotion, discipline, termination, compensation and other terms, conditions and privileges of employment.

The Town of Greece further believes that all employees should be provided with a work environment that is free from intimidating or coercive behavior of any sort. The Town thus prohibits harassment on the basis of age, race, creed, religion, color, national origin, sex, sexual orientation, disability or marital status. This prohibition covers harassment by anyone in the workplace – supervisors, co-workers, customers, vendors, agents or any other third party.

The Town specifically notes that unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a derogatory nature constitute harassment, especially when such conduct has the purpose of affecting or interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Such harassment (male to female, female to male, female to female, male to male) will not be tolerated.

The United States Supreme Court has identified two basic types of unlawful sexual harassment:

(1) Quid Pro Quo - Harassment that involves a tangible employment action, "quid pro quo" ("this for that"). This can only be committed by someone who can make or effectively influence employment actions such as firing, demotion, and denial of promotion. Examples of quid pro quo include promises of promotion/demotion or pay raises/decreases in return for sexual favors or denial of sexual favors.

(2) Hostile Working Environment - This can result from gender-based unwelcome conduct of supervisors, co-workers, customers, vendors, agents, or any other third party with whom the victimized employee interacts on the job. Examples of hostile working environment include: explicit demands for sexual favors; repeated sexual flirtations; unfulfilled threats to impose a sexual quid pro quo; discussing sexual activities; telling off-color jokes; unnecessary touching; commenting on physical attributes; displaying sexually suggestive objects or pictures; using sexual demeaning or inappropriate terms; using indecent gestures; engaging in hostile physical contact; and using crude and offensive language with sexual overtones.

The Town supports these policies by implementation of a procedure to respond to complaints of harassment or discrimination. If an employee has a complaint concerning discrimination or harassment in any phase of employment with the Town, he she should

immediately advise his/her supervisor and the Director of Personnel. If the supervisor is the object of the complaint, the employee should notify the Personnel Director or the Town Supervisor directly.

Supervisors must immediately report complaints of discrimination/harassment to the Personnel Director or the Town Supervisor.

All complaints of discrimination will be promptly and carefully investigated in a discreet and confidential manner. Only those persons necessary for the investigation and resolution of the situation will be involved in the process. All individuals who participate in the investigation are required and directed to treat the matter confidentially. A violation of this directive is, in itself, a potential ground for disciplinary action.

Individuals who are the subject of a discrimination or harassment complaint will have the opportunity to present evidence in their defense.

Adverse action will not be taken against an employee because of his/her use of the complaint procedure and/or participation in the investigation of a complaint.

Employee violators of this policy will be subject to disciplinary action, which may include a letter of reprimand, suspension without pay, or termination of employment.

Non-employees who violate this policy may be denied access to Town premises and/or events/activities.

Fabricated reports of discrimination or harassment constitute an abuse of this policy and are grounds for disciplinary action which may include a letter of reprimand, suspension without pay, or termination of employment.

PROCEDURE

1. Advise the immediate supervisor; if the immediate supervisor is the object of the complaint, the employee should notify the Personnel Director or the Town Supervisor directly. If the employee makes the complaint on a verbal basis, he/she will be requested to follow-up in writing; however, a written complaint is not required.
2. The Town will initiate a prompt investigation.
3. At the conclusion of the investigation, the Personnel Director will, after consultation with the Town Attorney, make findings with respect to the employee's complaint.
 - A. If the Personnel Director finds that the evidence does not support the complaint, the employee may appeal the decision to the Town Supervisor within ten (10) business days of notification of the decision. If the employee does not exercise this option to appeal, the case will be considered closed.
 - B. If the Personnel Director finds that the evidence supports the employee's complaint, he/she will attempt to reach a resolution of the issue. Where