

# SEXUAL HARASSMENT POLICY

Effective 1992

**POLICY:** It is the policy of the town of Bradley to provide a work environment free of sexual harassment.

**SCOPE:** This policy applies to all employees at all locations.

**DEFINITION:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical contact that is sexually offensive.

Sexual harassment refers to behavior which is personally offensive, impairs morale and interferes with the work effectiveness of employees.

Sexual harassment undermines the employment relationship by creating an intimidating, hostile or offensive work environment.

Examples of prohibited practices include behavior or language that conveys sexual overtures; requiring submission to sexual harassment as either an explicit or implicit term of employment; basing employment, promotion or compensation decisions on submission to or rejection of sexual harassment; using offensive sexually oriented language, including jokes.

**PROCEDURE:** In determining whether the conduct in question is sexual harassment, the nature of the advances and the context in which they allegedly occurred must be investigated.

Individuals who believe they have been subjected to sexual harassment by co-workers, supervisors or non-employees working on town property, should bring their concern to the attention of their immediate supervisor or other higher level personnel.

All complaints will be investigated confidentially to the degree possible and promptly resolved. In the event it is determined that sexual harassment has occurred, appropriate action will be taken, up to and including the dismissal of the person doing the harassment.

**RESPONSIBILITY:** In fulfilling their obligation, the town manager, school principal, and all other supervisors shall provide a positive and productive work environment free from sexual harassment. If a supervisor becomes aware of potential sexual harassment, it is his/her responsibility to restate the town's policy and, when necessary, take appropriate disciplinary action.

Approved and accepted by the Bradley Town Council October 27, 1992.