

**TOWN OF SUFFIELD**  
Town Hall  
83 Mountain Road, Suffield, Connecticut 06078

**EQUAL EMPLOYMENT  
OPPORTUNITY**

It is the policy of the Town of Suffield to forbid acts of discrimination in all matters dealing with employees and applicants for positions with the Town of Suffield and to further the principle of equal employment opportunity in all actions affecting employees and applicants. The policy covers, but is not limited to: hiring, training and promotion of persons in all job classifications without regard to age, disability, gender, national origin, race, religion, or sexual orientation.

In addition, you can also be assured that the Town of Suffield will not tolerate behavior that is initiated with the specific intent to intimidate or harass another person because of age, religion, ethnicity or sexual orientation. In addition to Town discipline procedures, and notification of police, counseling sessions will be implemented with the perpetrator as well as the victim (CT P.A. #90 137).

The Equity Coordinator has the responsibility to monitor the implementation of these policies. Further, implementation is a responsibility of all Supervisors/Managers/Department Heads.

If you are an employee, you are assured equal access and opportunity in the following areas:

- Hiring and Promotion
- Compensation
- Job Assignments
- Leaves of Absence
- Fringe Benefits
- Labor organization
- Contracts or Professional Agreements

IT MUST BE NOTED THAT, sexual harassment has been clearly established as a form of sexual discrimination. Sexual harassment is defined as follows:

"Any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when (1) submission to such conduct is made explicitly or implicitly a term or condition of employment, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individuals or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Some specific behaviors (unwanted and sexual overtones) that could constitute sexual harassment include but are not exclusive to the following:

VERBAL – sexual name calling, sexual propositions or demands, sexual rumors, humor and jokes about sex, stereotypical comments based on gender or sexual orientation;

NON-VERBAL – whistling, leering, suggestive or insulting sounds, obscene gestures, displays of obscene materials, written messages;

PHYSICAL – touching, pinching, patting, threatening behavior, and pulling at clothes, inappropriate public displays of affection, coerced sexual conduct including attempted rape and rape.

IF YOU BELIEVE THAT you have been discriminated against in regard to either of the preceding policies, you may file a grievance that your rights have been denied or violated. You may also choose to reach resolution on your own. Sexual harassment can often be stopped with direct and assertive communication.

- Tell the person harassing you that you are offended, be specific about the behavior, and make it clear that you want the behavior to stop.
  
- Write a note or letter to the harasser describing the specific behavior that offends you and requesting that the behavior stop. Date the letter, make a copy of the letter for yourself, then deliver it to the harasser by certified mail, or in person with a witness, or ask your Equity Coordinator for assistance.

Forms are available with the Equity Coordinator or the Personnel office. Contact with the Equity Coordinator should take place within forty (40) calendars of the alleged occurrence. Reports of sexual harassment will be handled discreetly and investigated promptly, and appropriate action will be taken.

## **EQUITY GRIEVANCE PROCEDURE**

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise concerning claims of discrimination. All proceedings shall be kept as confidential as is appropriate. Evidence of reprisal against a complainant or witness shall be viewed as an infraction of this policy.

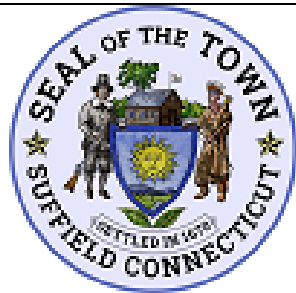
An individual, who wishes to inquire or to register a complaint concerning alleged discrimination during employment with the Town of Suffield, shall have an opportunity to bring such concerns to the attention of the Equity Coordinator who has the authority to resolve such complaints. The following grievance procedure shall be utilized by any employee in making a complaint or inquiry. Officials shall be governed by this procedure.

**LEVEL I:** The complainant shall discuss the alleged discriminatory act or practice with the Equity Coordinator or the individual closest to the daily decision-making level. This will normally be a department head, supervisor or manager. If satisfaction cannot be achieved through informal discussion, the following procedure must be initiated.

**LEVEL II:** The complainant shall, within forty calendar days of the alleged incident on forms provided, put the complaint in writing and file it with the Equity Coordinator. Within five working days, a conference must be held. Within five working days following the conference, the complaint must be resolved to the satisfaction of both parties or referred to the Equity Grievance Committee. Within five working days, the Equity Coordinator shall notify the Equity Grievance Committee and must notify the complainant of this notification.

**LEVEL III:** Within ten working days after receipt of such complaint, the Equity Grievance Committee must hold a hearing and within five working days of the hearing, resolve the complaint, negotiate a long term solution or refer the matter to the Board of Selectmen for consideration.

**LEVEL IV:** The Board of Selectmen and the Equity Coordinator shall proceed in accordance with appropriate State Statutes.



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**EQUITY GRIEVANCE FORM**

Any employee or employment application who believes that he/she has been discriminated against on the basis of his/her gender in violation of the Equal Employment Policies of the Town of Suffield, may discuss and or file a grievance with the Equity Coordinator of the Town of Suffield. The Equity Coordinator is the Human Resources Director or the First Selectman. Reports should be made within forty (40) calendar days of the alleged discrimination.

Town of Suffield Equity Coordinator, Karin Ziemba, Director of Human Resources 860-668-3840

Name of Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

*Please check one:*

Employee of the Town of Suffield \_\_\_ Applicant to the Town of Suffield: \_\_\_\_\_

Date of Claim: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Statement of Incident including all pertinent information (i.e. Who, What, Where, When, How often, Witnesses, Etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach any additional information or documentation as necessary.

Signature of Complainant: \_\_\_\_\_

*For internal use only*

Date Received by Equity Coordinator: \_\_\_\_\_ Initials \_\_\_\_\_

Actions Taken to Investigate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Equity Coordinator: \_\_\_\_\_