



# TOWN OF SUFFIELD

## SEXUAL HARASSMENT POLICY

It is the policy of The Town of Suffield that all employees are responsible for ensuring that the workplace is free from sexual harassment. Because of the town's strong disapproval of offensive or inappropriate behavior at work, all employees are required to avoid any action or conduct which could be viewed as sexual harassment. This policy applies to employee interactions with directors, supervisors, co-workers, volunteers, permanent, full time, part time, temporary and contractor personnel.

**Definition: Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal and non-verbal conduct of a sexually harassing or intimidating nature, when:**

- **(1) submission to the harassment is made either explicitly or implicitly a term or condition of employment;**
- **(2) submission to or rejection of the harassment is used as the basis for employment decisions affecting the individual; or**
- **(3) the harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.**

Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers or visitors, should first clearly inform the harasser that his/her behavior is offensive or unwelcome and request that the behavior stop. If the behavior continues, the employee must immediately bring the matter to the attention of his/her supervisor. If the immediate supervisor is involved in the harassing activity, the violation should be reported to that supervisor's immediate supervisor or the employee **Human Resources Director, Karin Ziemba, who may be reached at 860-668-3840.**

If a supervisor or director knows of an incident of sexual harassment, they shall take appropriate remedial action immediately. If the alleged harassment involves any types of threats of physical harm to the victim, the alleged harasser may be suspended from work in order that an investigation takes place into the allegation. If the investigation supports charges of sexual harassment, disciplinary action up to and including termination of employment against the alleged harasser will take place. If the investigation reveals that the charges were brought falsely and with malicious intent, the charging party may be subject to disciplinary action.