

VILLAGE OF NAPOLEONVILLE WORKPLACE HARASSMENT & SEXUAL HARASSMENT POLICY

This represents the corporate policy of the Village of Napoleonville concerning harassment - both general and sexual. Any questions concerning the context of this policy should be discussed with your department head, personnel director or the Mayor.

It is the Village of Napoleonville's belief that its employees are the primary means by which the goals and objectives of the organization will be met. To that end, the rights of all employees must be respected. All employees of the Village of Napoleonville must understand its position on harassment. By definition, harassment is any unwanted attention or action prohibited by law by someone in the workplace that creates an intimidating, hostile, or offensive work environment, including sexual harassment.

The procedure for reporting and dealing with this very sensitive issue is as follows:

- If a person's behavior makes an employee uncomfortable, the employee should feel free to immediately advise the person that, in the employee's opinion, the behavior is inappropriate and that the employee would like it stopped.

- If the employee is not comfortable discussing the issue with the person, or if the person fails to respect an employee's request, the employee should report the incident to his or her supervisor. If, for whatever reason, the employee does not feel that the supervisor is a suitable person to whom to report the incident, the employee should contact the Mayor.

Sexual Harassment may be defined as unsolicited, offensive behavior that inappropriately asserts sexuality over employees including but not limited to the following:

- a) Verbal: Sexual innuendos, suggestive comments, threats, sexual humor;
- b) Non-Verbal: Leering, whistling, obscene gestures;
- c) Physical: Touching, brushing the body, coerced sexual activity, assault.

The management of the Village of Napoleonville strongly disapproves of activity which falls within the definitions of sexual harassment and will take appropriate action to end sexual harassment and/or prevent the recurrence of any such misconduct.

Whether or not a particular incident is sexual harassment requires a complete factual investigation and Village of Napoleonville will conduct such investigations on all complaints in a manner so as not to cause any serious effect on innocent employees who either file a complaint and/or may be the subject of a filed complaint. In all instances, a prompt, thorough and, fair

investigation will take place, giving careful consideration to protect the rights and dignity of all people involved. The Village of Napoleonville will take those steps it feels necessary to resolve the problem, which may include verbal or written reprimand, suspension or termination.

It must be understood also that the Village of Napoleonville will investigate by confidentially gathering information from all concerned parties, and will not retaliate against any employee as a result of reports of alleged harassment or cooperation with any investigation. The Village of Napoleonville may consult its legal representative for assistance in determining whether conduct which has occurred does in fact constitute sexual harassment. The Village of Napoleonville may also make subsequent inquiries from time to time to ensure offensive conduct does not resume and/or that the subject of harassment has not suffered any retaliation. No retaliation of any kind will occur because an employee in good faith reports an incident of suspected harassment. The supervisor, or other person to whom the complaint was made, will work to establish mutually agreed upon safeguards against retaliation while attempting to mediate any sexual harassment complaint.

Any employee who believes he or she has been subjected to sexual harassment should report the alleged act immediately or as soon as possible to the employee's immediate supervisor or to the Mayor. It is not necessary to complain to an offending supervisor in order to report sexual harassment.

Any employee, manager, or supervisor found by the company to have sexually harassed another employee will be subject to appropriate discipline, up to and including termination.