

TOWN OF MEXICO

POLICY HANDBOOK: SEXUAL HARASSMENT POLICY

POLICY NUMBER: _____ EFFECTIVE DATE OF POLICY: 12/9/91

It is the policy of Town of Mexico that all employees have the right to work in an environment free of discrimination, which includes freedom from sexual harassment. The Town will in no way tolerate any type of sexual harassment by any elected officials, employees, Selectmen, or Board or Committee members. We will strive to maintain a healthful atmosphere that allows employees to perform their job free from offensive conduct, either physical or verbal, and which interferes with a positive and productive workplace.

Sexual Harassment is illegal and is defined in the regulations of the Equal Employment Opportunity Commission and the Maine Human Rights Act as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The following are examples of common types of conduct that may constitute sexual harassment:

- a) unwelcome sexual advances
- b) unwelcome hugging, touching, or kissing
- c) suggestive or lewd remarks
- d) requests for sexual favors
- e) slurs or degrading comments of a sexual nature.

Filing a complaint of sexual harassment in no way will result in retaliation against the complainant from Town of Mexico or its management, as this is both against the policy of Town of Mexico and against the law. The Town will immediately investigate any complaints of sexual harassment and take disciplinary

action against the harasser where warranted. In the course of the investigation, every effort will be made to protect the privacy of those involved.

Any employee that feels he/she is a victim of sexual harassment should immediately report this to his/her supervisor in writing, or if the employee is more comfortable, to the Town Manager, at the Town Office. If the situation is not resolved to the employees satisfaction at above levels, the employee has the right to go to the Board of Selectmen. Questions or concerns regarding this policy should be addressed to the Town Manager.