

# Town of Emerald Isle Workplace Harassment Policy

Effective: October 14, 2014

Replaces Policy of September 14, 1992



## Introduction:

It is the goal of the Town of Emerald Isle to maintain a quality work environment for all employees so that they may work free from intimidation, humiliation, insult or subject to offensive physical or verbal abuse or actions. The Town prohibits, and will not tolerate, harassment on the basis of sex, race, color, religion, sexual orientation, national or ethnic origin, age, gender, or disability status.

## Scope / Coverage:

This policy applies to all employees of the Town of Emerald Isle: full-time, part-time, seasonal, temporary, and also Town-supervised inmate laborers.

## Harassing Behavior:

(A) Generally. Behavior is considered harassment when it has the purpose or effect of creating an intimidating, hostile, or offensive working environment; unreasonably interferes with an individual's work performance; or affects an individual's workplace opportunities. Harassment can include such behavior as slurs, demeaning jokes or comments, innuendoes, unwelcome compliments, cartoons, pictures, pranks, hazing, stereotypical comments, derogatory descriptions or other verbal or physical conduct.

Sexual harassment is perhaps the most common type of harassment and occurs when the verbal or physical conduct described above is sexual in nature or gender-based. Sexual harassment involves making unwelcome sexual advances, or requests for sexual favors or other conduct of a sexual nature a condition of employment; or making submission to or rejection of such conduct the basis for employment decisions; or creating an intimidating, offensive, or hostile working environment by such conduct.

(B) Prohibitions. It is further understood that behavior that constitutes sexual or other unlawful harassment as described above is strictly forbidden and will not be tolerated of any employee, either on or off Town of Emerald Isle property. This prohibition covers not only the relationships between employees of the Town of Emerald Isle, but also each employee's relationship with the public in general.

## Resolution Process

(A) Informal resolution encouraged:

Any employee who believes that he or she has been the subject of unwelcome harassment from another employee, supervisor, or from an outside party in the workplace, or who has observed harassment in the workplace, is encouraged to identify the offensive behavior and request that it stop. Informal resolution is optional. An employee who feels uncomfortable in discussing the matter with the offending party does not have to do so; in such cases, the employee should immediately contact their Supervisor.

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(B) Report to Supervisor / Department Head / Human Resources / Town Manager:

If the harassed employee is unable to address the matter directly with the harasser or it is addressed, but the behavior continues, the employee should report the matter directly to their Supervisor. If an employee is uncomfortable with reporting harassment to his or her supervisor, the employee may talk directly to their Department Head, Human Resources, or the Town Manager.

All complaints will be investigated promptly, impartially, and discreetly. The Town of Emerald Isle will keep all information relating to harassment allegations and investigations as confidential as possible under the circumstances. Upon completion of the investigation, the appropriate parties will be notified of the findings. If any employee is found by the Town to have harassed another employee, appropriate corrective action will be taken. This could range from a disciplinary warning up to and including termination.

(C) No retaliation for claim.

No employee will suffer retaliation for making good faith reports of alleged instances of harassment. Employees and management are directed to work together to prevent and stop harassing conduct in the workplace.

Conclusion

The Town of Emerald Isle has developed this policy to ensure that all employees can work in an environment free from harassment. The Town will make every effort to ensure that all personnel are familiar with the policy and know that any complaint received will be thoroughly investigated and appropriately resolved.

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Completion of this form is not required to formally initiate a complaint; however completing this form will assist the review process. When completed please return this form to your Supervisor, Department Head, Human Resources, or Town Manager. You will be contacted as soon as possible for a confidential interview to discuss the complaint.

1.) Your Name: \_\_\_\_\_

2.) Person(s) against whom complaint is being made: \_\_\_\_\_

\_\_\_\_\_

3.) Allegations: Include dates and locations. Use additional sheets as needed:

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4.) Has anyone been notified of this incident? If so, who and when:

\_\_\_\_\_  
\_\_\_\_\_

5.) Are there any other witnesses to the incident(s)? If so, who?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Policy Acknowledgement Form**  
Review of Workplace Harassment Policy  
Effective: **October 14, 2014**

I, \_\_\_\_\_, acknowledge receipt of a copy of the updated version of the Town Of Emerald Isle's Workplace Harassment Policy. I have reviewed and agree to abide by its content.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**This document will be maintained in the employee's personnel file**