

Edmond Town Hall Board of Managers
Special Meeting
Thursday, September 28, 2017
Mary Hawley Room, Edmond Town Hall
45 Main Street, Newtown, CT
Chairman Margot Hall called the meeting to order at 4:45pm

Present: Marie Smith, Jennifer Guman, Margot Hall, Jennifer Chaudhary, Anna Wiedemann

Absent: Jim Shpunt

Public Participation - None

Edmond Town Hall Board of Managers Unlawful and Sexual Harassment Policy – Jennifer Chaudhary moved to approve the Unlawful and Sexual Harassment Policy which includes the complaint procedures (Attachment A). Marie Smith seconded, motion unanimously approved.

Having no further business meeting was adjourned at 4:55pm

Respectfully submitted,
Arlene Miles, Clerk

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Unlawful & Sexual Harassment Policy

The Edmond Town Hall Board of Managers is committed to maintaining a work environment free from unlawful harassment. Accordingly, the Edmond Town Hall Board of Managers expressly prohibits any form of harassment of employees and applicants on the basis of race, color, religion, age, sex, sexual orientation, pregnancy, marital status, disability, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability, status of a Vietnam-era or special disabled veteran, and any other status protected by federal, state or local law.

Unlawful harassment can occur in many ways, such as unwelcome and offensive comments, jokes or innuendo based on an individual's sex, race or other protected status, intimidating, hostile, or demeaning conduct or any visual, verbal or physical actions which may be construed as showing disrespect for others. No matter what form it takes, harassment is unlawful; it is wrong and will not be tolerated. Any employee who engages in such conduct will be subject to disciplinary action up to and including termination of employment.

Additionally, it is the policy of the Edmond Town Hall Board of Managers that all of its employees should be able to enjoy work environments free of sex discrimination, sexual harassment and an offensive workplace. The Edmond Town Hall Board of Managers does not and will not permit or condone sexual harassment. Sexual harassment is a type of sex discrimination. It is prohibited by Title VII of the Civil Rights Act, as amended, and by Conn. Gen. Statute 46a-60 (a)(8) as a Discriminatory Employment Practice.

Sexual harassment is defined as "any unwelcome sexual advances or request for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) 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."

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other offensive verbal or physical conduct that is sexual in nature. Sexual harassment also includes the display or circulation of written materials or pictures degrading to gender.

Any sexual harassment of employees by other employees is strictly forbidden and will not be tolerated, regardless of the working or personal relationship between the parties. Information regarding sexual harassment should be filed in accordance with the attached complaint procedure (next page).

Date

Chairman

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COMPLAINT PROCEDURES

Any employee who is subjected to any form of discrimination or who experiences or suffers harassment contrary to the **Edmond Town Hall's** policies should immediately report the offending conduct, in confidence, to the Operations Manager. If the employee believes that he or she cannot for some reason report the conduct at issue to the Operations Manager (for example, because either the Operations Manager is involved in the conduct, or because the employee is otherwise uncomfortable reporting the conduct to him or her), the employee should report the conduct to the **Chairman of the Board of Managers** or the **Human Resources Administrator**. The Operations Manager shall immediately report the complaint to **the Human Resources Administrator and to the Chairman of the Board of Managers**.

Promptly following the employee's report as described above, a designee of the Board of Managers will investigate the employee's complaint. In the course of the investigation of the complaint, the Board will take such action as it considers appropriate to maintain the confidentiality of the investigation, but such confidentiality is neither assured nor guaranteed.

Upon the conclusion of the Board's investigation, the Board will take such corrective action as it deems warranted under the circumstances. If the Board determines that an employee has engaged in conduct which constitutes discrimination or harassment in violation of the Board's policies, or behavior which the Board otherwise considers to be inappropriate, the employee will be subject to disciplinary action up to and including termination of employment.

The Board will make the best efforts to keep the employee apprised of the investigation to the extent possible under the circumstances.

The Board prohibits any form of retaliation against an employee for filing a bona fide complaint of discrimination or harassment under the Board of Manager's policies, or for assisting or participating in the investigation of any such complaint without approval. However, if the Board determines that an employee has intentionally made a false complaint of discrimination or harassment or intentionally provided false information in the course of the Board's investigation of such a complaint, the employee who made the false complaint or provided the false information will be subject to disciplinary action up to and including termination of employment.