

TOWN OF MARSHFIELD

Anti-Harassment Policy & Complaint Procedure

It is the policy of the Town of Marshfield to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort - verbal, physical, and visual - will not be tolerated. This includes all harassment and harassment related to race, ancestry, religion, gender, age, national origin, sexual orientation, place of birth, citizenship, veteran status, or disability, and any other protected status defined by law.

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, pranks, intimidation, physical assaults or contact, or violence that substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Harassment is not necessarily sexual in nature. It may also take the form of other activity, including derogatory statements, not directed to the targeted employee but observed by the affected employee. Other prohibited conduct includes, but is not limited to, written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

All Town of Marshfield employees, and particularly managers, have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the Town Marshfield. When a member of Town of Marshfield management becomes aware of the existence of harassment, he or she must report it to the Town Administrator whether or not the victim wants the organization to do so.

While the Town of Marshfield encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify the Town Administrator immediately even if you are not sure the offending behavior is considered

harassment. Any incidents of harassment must be immediately reported to the Town Administrator. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate would be subject to severe disciplinary action up to and including termination. The Town of Marshfield will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken against any employee who makes a good faith report of alleged harassment or who participates in the investigation of such a complaint.

Notice of this policy is posted on the main organization bulletin board located in the Town Clerk's office. If this policy is determined not to have been violated, the complainant and the accused person shall be so informed, with appropriate instruction provided to each, including the right of the complainant to contact any of the state or federal agencies identified in this posted policy notice. Any questions about this policy should be directed to the Town Administrator.

Harassment Policy Acknowledgement

I have read and understand the Town of Marshfield's Harassment Policy that condemns and prohibits harassment of an individual because of that person's race/color, ancestry, religion, gender, age, national origin, sexual orientation, place of birth, citizenship, veteran status, disability, or any other protected status defined by law. It is against the policies of the Town of Marshfield, and illegal under state and federal law, for any employee, male or female, to harass another employee. The Town of Marshfield is committed to providing a workplace free from such unlawful conduct.

I agree to adhere to this policy.

Name (Please Print)

Signature

Date