

## ***HARASSMENT POLICY***

**Prohibition of Harassment.** Town of Westminster will not tolerate unlawful harassment based on race, sex, religion, national origin, age, disability, color, ancestry, place of birth, or sexual orientation or any other protected status defined by law. Likewise, Town of Westminster will not tolerate -retaliation against an employee for filing a complaint of harassment or from cooperation in an investigation of harassment. Further will address complaints regarding harassment committed in the workplace by employees against non-employees and by non-employees (such as vendors, customers, board members, and other workplace visitors) against employees to the extent possible.

Definition: Unlawful harassment is a form of discrimination based on membership in a classification protected by law. It involves behaviors that are view as offensive or harassing. Examples of harassment include the following: Insulting comments of a sexual, racial, or religious nature or references to an individual's age, sexual orientation or disability; aggressive bullying behaviors; inappropriate physical contact or gestures, physical assaults or contact that substantially interferes with an individual's work performance or creates in intimidating, hostile or offensive working environment; retaliation against an employee for complaining about the behaviors described above or for participating in an investigation of a complaint of harassment.

Employees who violate this policy will be subject to disciplinary action, up to and including discharge. An employee subject to harassment is encouraged to report it before it becomes severe or pervasive. He/she shall notify the Town Manager and or the board of Selectmen. Names, addresses and telephone numbers of the Board of Selectmen and or the Town Manager can be found on the Town of Westminster's Website or at the Town Manager's Office. A prompt, through and impartial investigation will be conducted and employee confidentiality will be protected to the extent possible. If it is determined that unlawful harassment ahs occurred, The Town of Westminster's Selectboard, Town Attorney and or the Town Manager will take immediate and appropriate corrective action.

Employees may also contact the State of Vermont Attorney's General Office, 109 State Street, Montpelier (828-3171) or the federal Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Boston, MA 02203, (800) 669-4000.

**Adopted by the Selectboard on: October 13, 2009**