

## **Town of Amboy Sexual Harassment Policy 2015**

The Town of Amboy is pledged to preserving a working environment free from sexual harassment. Harassment is against the law and is a form of gender discrimination. The aim of this policy is to prevent harassment of any kind by anyone employed by or associated with the Town of Amboy.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors or unwanted sexual attention by anyone associated with the Town of Amboy, whether male or female. Harassment may include references to employment status or conditions or may serve to create a hostile, intimidating or uncomfortable work environment. Harassment includes, but is not limited to obscene jokes, lewd comments, sexual depictions, repeated requests for dates, touching, staring or other sexual conduct committed either on or off Town of Amboy premises.

Victims of sexual harassment have the right to sue both the Town of Amboy and the perpetrator by contacting the Equal Employment Opportunity Commission or a state agency. For this reason and for the protection of all our employees, the Town of Amboy seeks to prevent sexual harassment.

All Town of Amboy employees are responsible for helping ensure that our workplace is kept free of sexual harassment. If you feel you have been a victim of sexual harassment, report the behavior to the Town of Amboy Supervisor, a Town Board member or to your immediate supervisor. If you have witnessed sexual harassment, you also are urged to report the incident so that prompt action may be taken.

All complaints will be treated seriously, kept as confidential as possible and investigated fully. The Town of Amboy expressly forbids any retaliation against employees for reporting sexual harassment. If, however, the Town of Amboy finds that false charges have been filed, disciplinary action may be taken against anyone who provides false information.

If an investigation confirms that sexual harassment has occurred, immediate action will be taken to put an end to the harassment. The Town of Amboy will take appropriate corrective actions against anyone found to be in violation of this policy, including possible termination of employment.