


TOWN OF DANVILLE GENERAL HARASSMENT POLICY

Prohibition of Harassment. The **Town of Danville** 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, the **Town of Danville** will not tolerate retaliation against an employee for filing a complaint of harassment or for cooperating in an investigation of harassment. Further, the **Town of Danville** 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 viewed 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 an 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 Clerk/Treasurer**, the **Town Administrator**, **Road Foreman** or the **Selectboard / Selectboard member**, in no particular order. Names, addresses and telephone numbers of all contacts will be provided to all employees as part of their employee manual. A prompt, thorough and impartial investigation will be conducted and employee confidentiality will be protected to the extent possible. If it is determined that unlawful harassment has occurred, the **Town of Danville** 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.




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