

TOWN OF DANVILLE

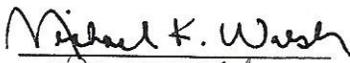
SEXUAL HARASSMENT POLICY 7

Prohibition of Sexual Harassment. Sexual harassment in the workplace is unlawful. It is further unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment. Employees have the right to work without being subject to insulting, degrading, or exploitative treatment on the basis of their gender. Sexual harassment by the **Town of Danville's** employees in any form is strictly prohibited. Likewise, the **Town of Danville** will not tolerate retaliation against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of harassment. Further, the **Town of Danville** will address complaints regarding sexual 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.

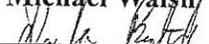
Definition: Sexual harassment is a form of sex discrimination. It involves behavior that may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct. Examples of sexual harassment include the following: abusing an employee through insulting or degrading sexual remarks or conduct; threats, demands, or suggestions that an employee's work status is contingent upon the employee's toleration of, or acquiescence to, sexual advances; retaliation against an employee for complaining about the behaviors described above.

Employees who violate this policy will be subject to disciplinary action, up to and including discharge. An employee subject to sexual harassment is encouraged to report it before it becomes severe or pervasive; he/she shall notify either the **Town Clerk/Treasurer, Town Administrator, Road Foreman** or, the **Selectboard / Selectboard member**, in no particular order. The names, addresses and telephone numbers of all contacts will be presented 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 sexual harassment has occurred, the **Town of Danville** will take immediate and appropriate corrective action.

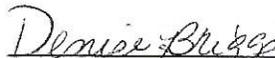
Employees may also contact the State of Vermont Attorney's General Office, 109 State Street, Montpelier (828-3171) or the federal Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Boston, MA, 02203, (800) 669-4000.



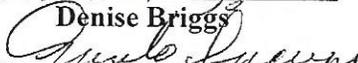
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Policy Review Date
November 17, 2011