
 Town of Swansboro	Personnel Policy		Conditions of Employment Harassment Prohibited	
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	Supersedes:		Approved By: 	

ARTICLE V. CONDITIONS OF EMPLOYMENT

Section 6. Harassment Prohibited

The Town of Swansboro prohibits harassment in any form that is based on sex, race, color, religion, national origin, age, and/or disability. Harassment is defined as conduct that culminates in tangible employment action or is sufficiently severe or pervasive to create a hostile work environment.

A particular form of harassment, sexual harassment, is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes repeated offensive sexual remarks, continual or repeated comments about an individual's body, offensive sexual language, and the display in the workplace of sexually suggestive pictures or objects. (Sexual harassment does not include personal compliments welcomed by the recipient, or social interaction or relationships freely entered into by employees.)

Harassment, other than sexual, is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of race, color, religion, gender, national origin, age, or disability, which has the purpose or effect of creating an intimidating, hostile, or offensive work environment or unreasonably interferes with an individual's work performance or otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating, hostile acts. Written or graphic material which denigrates or indicates hostility or aversion toward an individual or group is prohibited from display on the employer's premises, or circulation in the

workplace.

Any employee who believes that he or she may have a complaint of sexual or other forms of harassment is encouraged to report it to the Town Manager immediately. The employee may follow the Grievance Procedure described in this Policy or may file the complaint directly with the Town Board or department head. The Board will insure that an investigation is conducted into any allegation of sexual harassment and advise the employee and appropriate management officials of the outcome of the investigation. An employee who participates in harassment is subject to disciplinary action up to and including dismissal.

Employees who are found to be engaged in harassment are subject to disciplinary action up to and including dismissal. Employees making complaints of harassment are protected against retaliation from alleged harassers or other employees.