

TOWN OF LIMERICK HARASSMENT POLICY

It is the policy of the Town of Limerick that all of our employees have the right to work in an environment free of harassment and intimidation based on sex, race, color, national origin, religion, age, or physical or mental disability. Harassment in the workplace based on sex, race, color, national origin, religion, age, or physical or mental disability also constitutes illegal employment discrimination. The Town of Limerick strongly disapproves of and does not tolerate such harassment and it is considered grounds for discipline up to and including termination.

Examples of harassment related to sex, race, color, national origin, religion, age, or physical or mental disability include the following, which may be a series of incidents or a single occurrence based on any of the foregoing categories:

- Unwelcome advances, gestures, comments or contact;
- Threats;
- Offensive jokes;
- Subjecting employees to ridicule, slurs or derogatory action;
- Basing employment decisions or practices on submission to such harassment;
- Refusal to work with employees in work assignments;
- Inequitable disciplinary actions and work assignments

All complaints of harassment will be promptly and carefully investigated, and all employees are assured that they will be free from any and all reprisals or retaliation from filing such complaints. Any employee who has a complaint of harassment at work by anyone, including supervisors, co-workers, or visitors, should immediately bring the problem to the attention of their supervisor. If the complaint involves supervisory personnel, or if the employee is uncomfortable with reporting the matter to his/her supervisor, the complaint should be brought to the attention of the Board of Selectpersons.

The investigation of an allegation of harassment will include interviews with all relevant persons. Employees are assured that the privacy of the complainant and the person accused of harassment will be kept confidential to the extent possible.

After the investigation is completed, the findings will be reviewed with the complainant. If the investigation reveals that the complaint appears to be valid, immediate and appropriate corrective action, up to and including discharge will be taken to stop the harassment and prevent its recurrence. If the validity of the complaint cannot be determined, immediate and appropriate action will be taken to assure that all parties are reacquainted with this sexual harassment policy and to avoid harassment in the future.

Approved:

April 3, 2006

Limerick Board of Selectpersons:

Martha E. Hamilton

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Debra A. Stitson

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