

Town of Richmond
Town Board Resolution
06-2018-xx

**ADOPTING AMENDED TOWN OF RICHMOND EQUAL EMPLOYMENT OPPORTUNITY
AND NON-HARASSMENT POLICY**

WHEREAS, the Town Board of the Town of Richmond deems it necessary to adopt the attached amended “Equal Employment Opportunity and Non-Harassment Policy” and accompanying complaint form; and

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Richmond hereby adopts the attached amended Policy and accompanying complaint form, effective immediately.

Richmond Town Board

Title: Equal Employment Opportunity and Non-Harassment

Purpose:

The Town of Richmond is an equal opportunity employer and does not discriminate on the basis of age, race, national origin, color, creed, religion, sex, sexual orientation, *gender identity*, marital status, family status, pregnancy, *military veteran status*, *genetic information*, non-disqualifying disability or any other legally protected characteristic. The Town's commitment to equal opportunity extends to all aspects of the employment relationship, including: hiring, promotion, discipline, termination, compensation and other terms, conditions and privileges of employment. The Town also does not discriminate on the basis of legally protected characteristics in its interactions with others, including members of the public, customers, vendors, suppliers and contractors.

Sexual and Other Harassment:

The Town is committed to an environment which is free from physical, psychological, written or verbal harassment based on race, sex, national origin or any other protected characteristic. Harassment can occur in many ways. For example, the Equal Employment Opportunity Commission has defined sexual harassment as including: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which alters an employee's work environment or employment status. The Town of Richmond will also not tolerate harassing, offensive, insubordinate or unprofessional behavior of any kind that affects employment conditions, that interferes unreasonably with an individual's performance, or that creates an intimidating, hostile, or offensive work environment. This includes harassment of employees by co-workers, supervisors, elected officials, members of the public and others.

Reporting Discrimination or Harassment:

The Town treats claims of discrimination and harassment seriously. If you believe that you have been the victim of discrimination or harassment, or observe such conduct directed towards another, you should immediately report this conduct to your immediate supervisor or Department Head. If you feel uncomfortable reporting the alleged discrimination or harassment to your supervisor or Department Head, report the conduct to the Town Supervisor or any member of the Town Board. The confidentiality of your communications and concerns will be preserved to the greatest extent possible.

Responsive Action:

The Town will take appropriate responsive action if it is determined that any person has engaged in discrimination or harassment. Employees who engage in discrimination or harassment are subject to discipline and possible discharge. Others who engage in discrimination or harassment may be denied access to the Town's facilities or subject to other sanctions.

Prohibition on Retaliation:

The Town prohibits retaliation against any person based on that person filing a complaint of discrimination or harassment, or participating in an investigation of discrimination or harassment. Persons engaging in retaliation will be subject to appropriate responsive action, as set forth above.

Complaint and Investigation Procedure:

Any individual who feels that he or she has been unlawfully discriminated against should report the matter by completing the attached complaint form and file the written complaint form with any one of the following individuals: their supervisor, department head, Town Supervisor or any member of the Town Board.

Any Town employee who believes that he or she has witnessed harassment or unlawful discrimination or who has reason to believe that it is taking place is encouraged to file and should file a written complaint.

The Board will assign the investigation of the complaint to an individual who will fully investigate the complaints in a professional and as discreet a manner as possible and who shall submit a report in writing to the Board within a reasonable time of the receipt of such complaint. Appended to any such report of investigation shall be a copy of the written complaint submitted and any written reports given by witnesses, the complainant and the individual or individuals who are the subject of the complaint.

If a complaint is made verbally, the individual who received the verbal complaint shall tell the complaining individual that the complaint must be reduced to writing.

No complaint shall be investigated or considered by the Board if the person submitting the complaint refuses to identify himself or herself.

When investigating allegations of discrimination or harassment, the Town will examine the whole record; the circumstances, such as the nature of the conduct complained of and the context in which the alleged incidents occurred. A determination on the allegations is then made from the facts on a case-by-case basis. If the acts complained of are deemed in violation of this policy, this may subject offenders to corrective action, training, counseling and/or disciplinary action as permitted by law.

If formal disciplinary proceedings are scheduled the Board shall retain the discretion to hold a pre-hearing conference between the parties involved to determine if the matter may be resolved without a hearing.

Adopted: 6/8/2010. **Amended:** 3/11/2014. **Amended:** 6/26/2018

**COMPLAINT FORM
TOWN OF RICHMOND POLICY AGAINST DISCRIMINATION OR
HARASSMENT**

Please note: Once this form is completed and signed, it must be returned and filed with any one of the following individuals: your immediate supervisor or department head, Town Supervisor, or and Town Board member.

COMPLAINANT CONTACT INFORMATION

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Email Address: _____

I make this complaint pursuant to the Town of Richmond policy against Discrimination or Harassment

The incident involved the following areas

Employment _____

Training _____

Other _____

My complaint is against _____

What did the person you are complaining against do?

HARASSMENT

Please check all that apply.

- Harassed me because of my race or color
- Harassed me because of my national origin
- Harassed me because of my religion
- Harassed me because of my gender/sex
- Sexually harassed me
- Other: _____

ACTS OF DISCRIMINATION

I believe the person I am complaining against discriminated against me on the basis of my:

Please check all that apply.

- Age
- Genetic Predisposition:
- Arrest Record
- Marital Status;
- Criminal Record:
- Military Status
- Conviction Record
- Creed/Religion
- National Organ
- Disability
- Race/Color or Ethnicity
- Sex
- Pregnancy Related Condition
- Domestic Violence victim Status
- Sexual Orientation
- Familial Status
- Retaliation
- Other: _____

What did the person you are complaining against do?

Please check all that apply.

- Refused to hire me
- Fired me / laid me off
- Did not call me back after a lay-off
- Demoted me
- Suspended me
- Sexually harassed me
- Harassed or intimidated me (other than sexual harassment)
- Denied me training
- Denied me a promotion or pay raise
- Denied me leave time or other benefits
- Paid me a lower salary than other workers in my same title
- Denied me an accommodation for my disability
- Denied me an accommodation for my religious practices
- Other: _____

