INCORPORATED VILLAGE OF GARDEN CITY
HARASSMENT POLICY

It is the policy of the Village of Garden City to prohibit harassment of one employee by another employee or supervisor on the basis of race, color, creed, religion, sex, age, national origin, disability, sexual orientation, military status, genetic predisposition or carrier status, marital status or any other classification protected by law. The purpose of this policy is to assure that, in the workplace, no employee harasses another for any of these reasons.

Sexual harassment includes unwelcome sexual advances, promises of benefit or threats of retaliation in connection with requests for sexual favors, and other verbal or physical conduct of a sexual nature, such as uninvited touching or sexually-related comments. Other forms of prohibited harassment include racial, ethnic or religious slurs, or any other remarks, jokes or conduct that encourages or permits an offensive work environment. Violations of this policy will not be permitted and may result in discipline up to and including discharge.

Any employee may file a complaint concerning harassment. If the employee cannot go to his/her supervisor because the supervisor is the offending party or apparently condones the action(s), he/she may speak to the Village Administrator about the problem. All complaints will be handled in strictest confidence. No employee will be punished or retaliated against for exercising his/her right to file a complaint.

In order for the Village to investigate the complaint, the complaining employee should provide sufficient information to enable the Village to promptly conduct an inquiry into the charges. Information such as the name of the person accused of harassment, the place and time of any incidents and the details of those incidents will assist the Village in this regard.

Adopted: June 27, 1991
Amended: May 21, 2009