

Borough of Lilly

LILLY, PENNSYLVANIA

Resolution

*A Resolution of the Borough of Lilly
adopting a sexual harassment policy*

WHEREAS, the Borough of Lilly Council (hereinafter the "Borough") is desirous of adopting a sexual harassment policy that informs employees about sexual harassment;

WHEREAS, the Borough intends to make it clear that sexual harassment will not be tolerated; and

WHEREAS, the Borough intends to place employees on notice that the practice of sexual harassment in the workplace will be disciplined.

NOW THEREFORE, the Borough hereby and herein Resolves to adopt the Lilly Borough Sexual Harassment Policy the text of which is attached hereto and incorporated herein.

BE IT RESOLVED this 5th day of January, 2010

BOROUGH OF LILLY

By: Patrick R Podrasky
Patrick Podrasky - Mayor

Attest: Claudine M. Falger (Seal)
Claudine M. Falger - Secretary

LILLY BOROUGH
SEXUAL HARASSMENT POLICY (1/05/2010)

Introduction

Sexual harassment in the workplace is not merely an offensive working condition, it is against the law.

Purpose

To implement a written policy that informs employees about sexual harassment in the workplace and to make it clear that sexual harassment will not be tolerated and employees who practice it will be disciplined.

Policy and Responsibilities.

1. All employees are responsible for assuring the work place is free from sexual harassment.
2. Because the Borough does not or will not tolerate inappropriate sexual behavior at work, all employees must avoid any conduct which could be viewed as sexual harassment.
3. Sexual harassment includes unwelcome sexual advances) verbal or physical requests for sexual favors, or acts or any behavior of a harassing nature.
4. Any complaint of sexual harassment should immediately be reported to the Borough Manager; however, if the complaint is made against the Borough Manager, said complaint should be reported directly to the Chairman of the Board of Directors.
5. Complaints will be promptly investigated) except that special privacy safeguards will be applied in handling such complaints. All employees should be aware that the privacy of the complaint and the person accused will be kept strictly confidential) except as required by law.
6. The Borough will retain confidential documentation of all allegations, and following a thorough investigation, will take appropriate corrective action including disciplinary measures when warranted.
7. Sexual harassment will not be tolerated and employees who practice it will be disciplined.

Questions or Clarifications Related to This Policy

All questions or other clarifications of this policy and its related responsibilities should be addressed to the Borough's Manager, who shall be responsible for the administration) revision, interpretation, and application of this policy.