

Town of Roseland

Purpose. The Town of Roseland is committed to providing an environment for our members, directors, officers', employees, volunteers and persons served by the company (Town of Roseland) that is comfortable, safe, and free from harassment of any kind. Any type of harassment is a violation of this policy and may be illegal.

Definition. Harassment can take many forms. It may be, but is not limited to, the following words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment does not have to be sexual in nature. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment or prevents an individual from effectively performing the duties of their position or when such conduct is made a condition of employment or compensation, either implicitly or explicitly. It is not the intent of the behavior by the offender that determines if harassment has occurred but whether the behavior is welcome by the receiver.

Responsibility. A Covered Person is responsible for helping keep our work environment free of harassment, including the work environment of the Town of Roseland clients with whom you have contact. If you become aware of an incident of harassment, whether by witnessing the incident of harassment, whether by witnessing the incident or being told of it, you must report it to the mayor or clerk @ (985-748-9063) , with whom you feel comfortable. When the Town of Roseland becomes aware of harassment, it is obligated by law to take prompt and appropriate action, regardless of whether the victim wants the Town of Roseland to do so.

Complaint Procedure. Any Covered Person who believes that they have suffered harassment in violation of the Harassment Policy should take the following action:

- a) If you are able to do so without conflict or danger, tell the harasser as clearly as possible that the behavior is unwelcome:
- b) If the behavior continues, advise your direct supervisor of your complaint of your complaint. Clearly identify the behavior surrounding the complaint.

Confidentiality: The Town of Roseland, including all persons to whom a violation of this Harassment Policy has been reported and persons who have become aware of a complaint, must maintain confidentiality to the extent possible given the need to investigate. All complaints shall be considered confidential to the maximum extent possible.

Retaliation. The Town of Roseland, or any director, officer, or employee, may not retaliate against any victim or witness who reports a violation of this Harassment Policy. Any person who believes that they have been retaliated against should consult the Town of Roseland whistle-blowing policy or a Town of Roseland official.