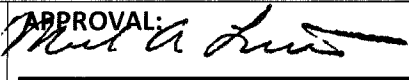


SEXUAL HARASSMENT POLICY	APPROVAL:  Mark A. Lauretti, Mayor	August 20, 2024
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CITY OF SHELTON
SEXUAL HARASSMENT POLICY

Purpose:

The City of Shelton is committed to maintaining a workplace free from sexual harassment. This policy aims to ensure that no employee is subjected to harassment based on sex or sexual orientation. It is not intended to regulate employees' personal morality but to prevent and address inappropriate behavior in the workplace.

Policy Statement:

Harassment based on sex or sexual orientation by any employee or supervisor is strictly prohibited. Supervisors may not use their authority to solicit sexual favors from subordinates, whether implicitly or explicitly, as a condition of employment. Similarly, employees must not engage in any form of solicitation, insults, comments, verbal or physical advances, or other sexually offensive activities.

Definitions:

A. Sexual Harassment

Sexual harassment violates Title VII of the Civil Rights Act of 1964 and Connecticut General Statutes, Section 46a-60(a)(8). It is generally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

B. Types of Sexual Harassment

1. Verbal: Includes sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or coercion.

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- 2. **Non-Verbal:** Includes sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, and obscene gestures.
- 3. **Physical:** Includes unwanted physical contact, such as touching, pinching, brushing against the body, coerced sexual intercourse, and assault.

Sexual harassment can be overt or subtle, and what may be acceptable in a social setting may not be appropriate in the workplace. Regardless of its form, all sexual harassment is insulting and demeaning and will not be tolerated.

Complaint Procedure:

Employees who believe they have experienced sexual harassment should report the incident immediately to the Administrative Assistant, who is responsible for investigating such allegations. If the employee is uncomfortable discussing the matter with the Administrative Assistant, they may contact another supervisor or administrative personnel. The representative will either act as a liaison between the employee and the Administrator or personally investigate if requested.

All complaints will be handled promptly and confidentially. The investigation typically involves interviewing all parties involved and any relevant witnesses. To ensure due process, the names of the complainant and the respondent may be disclosed as necessary during the investigation and any subsequent hearings.

Disciplinary Action:

If the investigation determines the complaint is valid, prompt action will be taken to stop the harassment and prevent its recurrence. Violations of this policy may result in disciplinary action, including termination of employment.

If you have questions or concerns or want to report sexual harassment, contact the Shelton Administrative Assistant, Human Resources, or your supervisor.

Contact Information:

Name: _____ Administrative Assistant

Contact Information: _____

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If you believe you have been discriminated against, contact:

Connecticut Commission on Human Rights and Opportunities

West Central Office

Rowland State Government Center

55 West Main Street, Suite 210

Waterbury, CT 06702-2004

Phone: (203) 805-6530

Fax: (203) 805-6559

TDD: (203) 805-6579

For additional information, contact:

Permanent Commission on the Status of Women

18-20 Trinity Street

Hartford, CT 06106

Phone: 860-240-8300

Fax: 860-240-8314

Email: pcsw@cga.gov

