

TOWN OF THOMPSON

SEXUAL HARASSMENT PROCEDURES

STATEMENT OF POLICY AND PROCEDURE:

It the express policy of the Town of Thompson, acting by and through its Board of Selectmen, to encourage victims of sexual harassment to report incidents through appropriate administrative channels.

Any employee or any citizen who has a complaint against an employee arising from the employee's activities as a municipal employee, may report such complaints of sexual harassment to the First Selectman. Complaints will be investigated promptly by the First Selectman and appropriate corrective action will be taken as warranted. Subject to the provisions of the Freedom of Information Act, confidentiality shall be maintained to the extent permitted and authorized under the appropriate statutes. Any reprisal or retaliation for a good-faith complaint of sexual harassment shall constitute a violation of this policy and shall be the basis for disciplinary action up to and including dismissal.

In the initial instance, all complaints shall be submitted to the First Selectman, who shall investigate and initiate appropriate corrective action as warranted by the investigation. The First Selectman, as compliance coordinator, shall inform both the complainant and the alleged violator of his or her initial findings within ten (10) days from the date of the initial complaint; or, if the compliance officer deems necessary for good cause, may extend the investigatory period for an additional period of ten (10) days. The compliance officer's resolution of the matter may be either oral or written, depending on the severity of the alleged violation, but in either event, both parties shall be entitled to notice of the initial decision.

Within three (3) business days of the compliance officer's decision, either party may appeal, in which case a hearing would be held by the entire Board of Selectmen within seven (7) days from a formal written request for such hearing, provided such request is made within the time limits specified.