

Sexual and Verbal Harassment

It is the policy and responsibility of the Director of Public Works to provide a professional, businesslike work environment free from all forms of employee discrimination including incidents of sexual harassment. No employee or citizen shall be subjected to foul language, unsolicited or unwelcome sexual overtures, or verbal or physical conduct of a sexual nature. The Director or his designee will treat sexual harassment as misconduct with appropriate disciplinary action.

The Department of Public Works prides itself on its open door policy. Employees are encouraged to use a form of chain of command similar to the military. If an employee is unhappy and feels it necessary to object to interactions with either a fellow employee or management, he/she is encouraged to discuss these feelings with either the employee or his immediate supervisor in an appropriate one on one environment. If the employee feels the situation is not rectified, he/she is encouraged to seek relief at the next level and so forth as defined in the Amherst Personnel Manual. Investigation into matters of this nature will be aggressive, yet treated as confidentially as possible

From the Town of Amherst's Policy and Procedure Manual, 2009.