

**TOWN OF AMHERST
POLICY AGAINST UNLAWFUL DISCRIMINATION,
HARASSMENT AND SEXUAL HARASSMENT**

**I.
POLICY STATEMENT**

The Town of Amherst is committed to maintaining a workplace free of discrimination, harassment, sexual harassment or any form of inappropriate or disrespectful conduct imposed by one individual on another which adversely affects an employment relationship or working environment. Employees of the Town are entitled to a professional working environment free of harassment or interference for reasons unrelated to the performance of their duties. Any form of discrimination or harassment, either written, verbal or physical, based on age, religion or creed, color, disability, national origin, race, traits historically associated with race, ethnicity, sex, marital status, sexual orientation, veteran status, gender identity, domestic violence victim status, criminal history or other protected characteristic of their family members or associates is unlawful. Accordingly, the Town will not engage in, tolerate, permit or ignore any such behavior or conduct.

This policy shall apply to all employees, appointees and officials of the Town of Amherst. Any individual violating this policy shall be subject to appropriate discipline, up to and including discharge.

No individual shall be intimidated, threatened, coerced or discriminated against for filing a complaint, furnishing information or for participating in any manner in an investigation, compliance review, hearing or any other activity related to the administration of laws or regulations prohibiting discrimination and harassment.

**II.
DISCRIMINATION**

The Town of Amherst strictly prohibits any form of unlawful discrimination on the basis of race, color, sex, religious beliefs, national origin, age, physical or mental disability, marital status, sexual orientation or veteran status. The Town does not engage in such conduct, and insists that its employees avoid such conduct at all times.

The Town believes there should be equal opportunity afforded to all individuals. Under no circumstances shall an individual's terms or conditions of employment, or opportunities for employment or advancement, be based on or affected by the individual's status.

III. HARASSMENT

Harassment is a form of discrimination. It is conduct which oppresses or takes advantage of individuals because of their status. Harassment violates the standards of integrity and impartiality which are required of all employees, causes harm to harassed employees, and interferes with work productivity.

The Town will not tolerate harassment of its employees in any form. Each employee is responsible for respecting the rights of their co-workers and creating an atmosphere free of discrimination or harassment. Any form of harassment relating to an employee's race, color, sex, religious beliefs, national origin, age, physical or mental disability, marital status, sexual orientation or veteran status is a violation of this policy and will be treated as a serious disciplinary matter. For these purposes, the term harassment includes, but is not necessarily limited to:

- ❖ Offensive jokes, criticisms, insinuations, slurs, or other offensive conduct which relates or tends to relate to an individual's race, color, sex, religious beliefs, national origin, age, physical or mental disability, marital status, sexual orientation or veteran status.

IV. SEXUAL HARASSMENT

See TOWN OF AMHERST POLICY AGAINST SEXUAL HARASSMENT, revised October 2, 2018.

January 25, 2000
Revised: September 11, 2012
Revised October 2, 2018
Revised July 22, 2019

RPM:pd