

Village of East Nassau
POLICY AGAINST DISCRIMINATION AND HARASSMENT

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SECTION 1: PURPOSE

The Village of East Nassau believes in the dignity of the individual and recognizes the rights of all people to equal employment opportunities in the workplace. In this regard, the Village of East Nassau, (hereinafter “Village”), is committed to a policy of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment without being subject to harassment or discrimination in the workplace. It is the Village’s policy to provide an employment environment free from harassment and discrimination based on the protected classes of race, color, gender, religion, religious creed, sex, familial or marital status, age, national origin or ancestry, physical or mental disability, genetic information/predisposition or carrier status, military or veteran status, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender, pregnancy (including childbirth and related medical conditions and, including, medical conditions related to lactation), citizenship, domestic violence victim status or any other characteristic protected by applicable federal, state or local law.

A. Scope of Policy This Policy applies to all Village employees and all personnel in a contractual or other business relationship with the Village including, for example, applicants, temporary or leased employees, interns, whether paid or unpaid, independent contractors, vendors, consultants, volunteers or visitors. Depending on the extent of the Village’s exercise of control, this Policy may be applied to the conduct of non-employees with respect to unlawful harassment and/or discrimination. This Policy applies with equal force on Village property as well as at Village-sponsored events, programs and activities that take place off Village premises.

B. Policy Objectives By adopting and publishing this Policy, it is the intention of the Village’s Board of Trustees to;

- (1) Notify employees about the types of conduct that constitute harassment and discrimination prohibited by this Policy,
- (2) Inform employees about the complaint procedures established by the Village that enable any employee who believes s/he is the victim of harassment or discrimination to submit a complaint which will be investigated by the Village,
- (3) Clearly advise all employees that harassment and discrimination is strictly prohibited, and
- (4) Notify all employees that the Village has appointed a Compliance Officer who is specifically designated to receive complaints and ensure compliance with this Policy.

NOTE: The name and office location of the Compliance Officer designated to receive and investigate complaints is listed below in *Section II* of this Policy. The name of the compliance officer shall be posted in the Village Clerk’s office.

SECTION 2: DEFINITIONS

“Village Employee or” Employee”

As used in this policy, Village employee or employee means all elected and appointed officials, all paid employees, and all members of the Village’s Boards and Committees.

“Prohibited Discrimination of Employees”

Prohibited discrimination of employees can take the form of any adverse employment action against an employee by either a Village employee or a third party engaged in activities sponsored by the Village which is based upon an employee’s protected characteristic. Prohibited discrimination of employees also includes harassment based on a protected characteristic even where there is no tangible impact upon an employee’s employment opportunities and/or employment benefits. The phrase “prohibited discrimination” as used in this Policy includes all forms of prohibited discrimination and harassment based on a protected characteristic.

“Harassment”

Harassment is strictly prohibited and includes, but is not limited to, conduct that is unwelcome and has the purpose or effect of unreasonably interfering with a person’s work performance, or creating an intimidating, hostile or offensive work environment. This includes unwelcomed or unwanted attention and/or hostility to someone based on a protected characteristic, including that which is sexual in nature, which thereby reduces the personal productivity or time available to work on assigned tasks. It also includes unwelcome or unwanted conversations, suggestions, requests, demands, physical contacts or attention of any nature or in any form or method of transmission that is sexual in nature or based on any other protected characteristic. Such harassment is prohibited by this Policy if it is based on a protected characteristic or directed at an employee because of a protected characteristic. In this regard, employees should be mindful that conduct or behavior that is acceptable, amusing or inoffensive to some may be viewed as unwelcome, abusive or offensive by others.

“Sexual Harassment”

Sexual harassment is strictly prohibited. It is a form of sex discrimination and is unlawful under federal, state, and, where applicable, local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity or the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature or which is directed at an employee because of that employee’s sex when;

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, or
- (2) Submission to or rejection of such conduct by an employee is used as the basis for employment decisions effecting such employee (e.g., promotion, transfer, demotion, termination), or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an

employee's work performance, or of creating an intimidating, hostile or offensive working environment, even if the reporting employee is not the intended target of the sexual harassment.

The foregoing includes offensive comments, jokes, innuendoes or other statements of a sexual or gender-based nature as well as favoritism between a supervisor and subordinate based on an intimate/sexual relationship or desire for same.

Who can be the target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at Village sponsored events or parties. Calls, texts, emails, and social media usage can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

“Prohibited Behavior and Examples of Harassment, including Sexual Harassment”

Specific forms of behavior the Village considers harassment or sexual harassment are set forth below. Every conceivable example cannot be delineated herein, and, thus, the descriptions below should not be interpreted in any way as being all-inclusive.

- **Verbal:** Abusive verbal language including jokes, comments, teasing or threats related to an employee's protected characteristic, sexual activity and/or body parts whether or not said in that person's presence including, but not limited to, sexual innuendos, slurs, suggestive, derogatory, or insulting comments or sounds, whistling, jokes, propositions, threats, comments on a person's appearance that make the employee feel uncomfortable because of his or her protected characteristic, sex stereotyping, continuing to ask someone for dates or to meet after work after the person has made it clear that he or she does not want to go, comments about an employee's anatomy or protected characteristic that are unwelcome, unreasonably interfere with an employee's work performance, or create an intimidating, hostile or offensive work environment or unwelcome advances or demands based on an employee's protected characteristic.
- **Nonverbal:** Abusive written language, showing or displaying pornographic or sexually explicit objects or pictures, graphic commentaries based on a protected characteristic, derogatory cartoons or caricatures, luring or obscene gestures, staring at a employee's body in a sexually suggestive manner, gestures or motions based on a protected characteristic, sending material through the Village's e-mail system or other electronic communication devices (e.g. voice mail) or using the Village's mail, computers or cell

phones to view material that is demeaning or derogatory based on a protected characteristic.

- **Physical:** Unwelcome physical conduct including, but not limited to, hitting, pushing, shoving, slapping, petting, pinching, grabbing, holding, hugging, kissing, tickling, massaging, displaying private body parts, coerced sexual intercourse, rape or assault or attempts to commit these assaults, persistent brushing up against a person's body, unnecessary touching and flashing or other unwelcome physical conduct.
- **Other:** Hostile actions taken against an employee because of an employee's sex, sexual orientation, gender identity and the status of being transgender or because of any other protected characteristic such as interfering with, destroying or damaging a employee's workstation, tools, or equipment, or otherwise interfering with the employee's ability to perform his/her job, sabotaging an employee's work, bullying, yelling, or name-calling.

Any employee who feels discriminated against or harassed should report that conduct so that any violation of this Policy can be investigated and corrected promptly. Any harassing conduct, even if a single incident, can be addressed under this Policy.

SECTION 3: POLICY

The Village prohibits harassment and discrimination based on any characteristic protected by applicable law and will not tolerate any form of unlawful discrimination or harassment. The Village will take all steps necessary to prevent and stop the occurrence of unlawful discrimination and/or harassment, including sexual harassment, in the workplace.

All employees are responsible for ensuring a work environment free from harassment and discrimination. All employees will be held responsible and accountable for avoiding or eliminating inappropriate conduct that may give rise to a claim of harassment or discrimination. Employees are encouraged to report violations to an official, supervisor, manager or the Compliance Officer listed in *Section 11* of this Policy in accordance with the Complaint Procedure set forth in this Policy. Officials, managers and supervisors must take immediate and appropriate corrective action when suspected instances of prohibited harassment and/or discrimination come to their attention to assure compliance with this Policy as well as report the suspected misconduct to the Village's designated Compliance Officer. Furthermore, if any employee believes that any official or member of management has violated this policy or has not properly responded to and/or handled a report or concerns about discrimination or harassment, said employee should immediately contact the Village's Compliance Officer.

Each employee is assured, pursuant to *Section 6* of this Policy, that retaliation against an employee who makes a complaint or report under this Policy is absolutely prohibited and constitutes, in and of itself, a violation of this Policy. Employees who engage in retaliation against any other employee for making a good faith complaint of harassment or discrimination, or for opposing in good faith any practices forbidden by applicable anti-discrimination laws, or otherwise participating in any manner in an internal workplace investigation or an external investigation, proceeding or hearing conducted by any federal or state agency charged with enforcing employment discrimination laws, shall be subject to discipline, up to and including

termination of employment. Any employee who believes s/he has been retaliated against in violation of this policy should report said violation to the Compliance Officer listed in *Section 11* of this Policy in accordance with the Complaint Procedure as set forth in this Policy.

Any questions regarding the scope or application of this Policy should be directed to the Compliance Officer listed in *Section 11* of this Policy.

SECTION 4: POLICY ENFORCEMENT

A. Complaint Procedure for Employees

1. Notification Procedure

Prompt reporting of complaints or concerns is encouraged so that timely and constructive action can be taken. Reporting of all perceived incidents of prohibited discrimination and/or harassment is encouraged and essential regardless of the offender's identity or position. An employee or other individual who feels aggrieved because of harassment or discrimination shall contact his or her supervisor, if an employee, or the Compliance Officer listed in *Section 11* of this Policy. Likewise, anyone who witnesses or becomes aware of instances of harassment or discrimination should report such behavior to his or her supervisor, if an employee, or to the Compliance Officer listed in *Section 11* of this Policy

2. Making a Complaint

Complaints are accepted orally and in writing. All individuals are encouraged to use the Village's "Complaint of Alleged Discrimination/Harassment Form." A copy of this form is attached to this Policy. Additional complaint forms can be obtained from the Compliance Officer, with no questions asked, or from the Village's website. Because an accurate record of the allegedly objectionable behavior is necessary to resolve a complaint of prohibited discrimination or harassment, the Village encourages employees or other individuals to place complaints in writing, even if originally made orally. If an employee or other individual has any questions or difficulty filling out the complaint form, s/he can obtain assistance from the Compliance Officer or the supervisor, if an employee, to which s/he complained. All complaints should include the name of the complaining party, the name of the alleged offender(s), date(s) and approximate time(s) of the incident(s), description of the incident(s), names of any witnesses to the incident(s), and the signature of the complaining party.

Once the complaining party has completed and dated a complaint, with

or without the assistance of the Village's Compliance Officers or a supervisor, the written complaint, or oral complaint, as the case may be, should be promptly forwarded to the Village's Compliance Officer and Village Attorney.

Complainants are expected to cooperate with the Village's investigation procedures by providing all relevant information relating to the complaint as are other individuals having relevant or related knowledge or information.

3. Supervisory Responsibilities

All Village supervisors and managers who receive a complaint or information about suspected harassment or discrimination, observe what may be harassing or discriminating behavior, or have any reason to suspect that harassment or discrimination is occurring, are required to report such suspected harassment or discrimination to the Village's Compliance Officer.

In addition to being subject to discipline if they engaged in harassing or discriminating conduct themselves, Village supervisors and managers are subject to discipline for failing to report suspected harassment or discrimination or otherwise knowingly allowing harassment or discrimination to continue. Supervisors and managers are also subject to discipline for engaging in any retaliation.

B. Time for Reporting a Complaint

Prompt reporting of all complaints is strongly encouraged. All employees should be aware that appropriate resolution of complaints and effective remedial action oftentimes is possible only when complaints are promptly filed.

C. Confidentiality and Privacy

The Village shall keep complaints as confidential as is consistent with a thorough investigation, any applicable collective bargaining agreements, and other laws and regulations.. To the extent complaints made under this Policy implicate criminal conduct, the Village may be required by law to contact and cooperate with the appropriate law enforcement authorities.

D. Acknowledgement of Complaint

Upon receipt of an oral or written complaint, the Compliance Officer should endeavor to promptly contact the complainant to confirm that the complaint has been received. If the complainant does not receive such confirmation promptly, s/he is encouraged to contact the Compliance Officer or his/her Village supervisor or the Village supervisor to whom the complaint was made to ensure its receipt. The purpose of this acknowledgment procedure is to ensure that all complaints are received by authorized individuals, carefully processed and promptly investigated.

SECTION 5: INVESTIGATION PROCEDURES

A. Timing of Investigations

The Village will promptly investigate all allegations of discrimination and harassment prohibited by this Policy. The Village will also attempt to promptly complete investigations under this Policy. The length of an investigation will depend upon the complexity and particular circumstances of each complaint.

B. Method of Investigation

Investigations will provide all parties due process and reach reasonable conclusions based on the evidence collected. Investigations will be conducted by the Village Compliance Office, the Village Attorney, and/or other impartial persons designated by the Village Board of Trustees. The primary purposes of all investigations under this Policy will be to determine;

- Did the conduct complained of occur,
- Did the conduct complained of violate this Policy, and
- What remedial measures or preventative steps, if any, shall be taken.

Investigations will necessarily vary from case to case and may typically include the following; fact-finding interviews, including of the accuser and the accused, document request, review and preservation, depositions, and observations or other reasonable methods. Village investigators should pursue reasonable steps to investigate each complaint in a thorough and comprehensive manner. Any notes, memoranda or other records created by Village investigators or an agent conducting an investigation under this Policy shall be deemed confidential and privileged to the extent allowed by law.

Investigators shall create written documentation of the investigation (such as a letter, memo or email), which contains the following;

- A list of all documents reviewed, along with a detailed summary of relevant documents,
- A list of names of those interviewed, along with a detailed summary of their statements
- A timeline of events,
- A summary of prior relevant incidents, reported or unreported, and
- The basis for the decision and final resolution of the complaint together with any remedial actions taken or recommended.

C. Notification to Complaining Party and the Accused Party

The results of the investigation shall be communicated in writing to both the person filing the complaint and the accused party.

D. Remedial Measures

This Policy is intended to prevent all forms of unlawful discrimination and harassment and put an end to any prohibited harassment and/or discrimination that is found to have occurred. While disciplinary action may be appropriate in certain instances, punitive measures are not the exclusive means for responding to prohibited discrimination or harassment. During the pendency of any investigation being conducted pursuant to this Policy, remedial measures may be taken if appropriate and necessary.

Any employee who is found to have engaged in prohibited discrimination or harassment which is prohibited by this Policy may receive education, training, counseling, warnings, discipline, or other measures designed to prevent future violations of this Policy. Disciplinary action may include warnings, suspension, or discharge from employment or such other disciplinary action as may be permitted by applicable collective bargaining agreements and law. Any third party found to have engaged in discrimination or harassment of an employee may be barred from Village property.

SECTION 6: PROHIBITION AGAINST RETALIATION AND ABUSE OF THE POLICY

Unlawful retaliation can be any action that could discourage an employee from coming forward to make a complaint or support a discrimination or harassment claim. Adverse action need not be job-related or occur in the workplace to constitute retaliation (e.g., threats of physical violence outside of work hours).

Retaliation against anyone for making a good faith complaint of harassment or discrimination, for opposing in good faith any practices forbidden by applicable anti-discrimination laws, or for filing a good faith complaint with or otherwise participating in any manner in an internal workplace investigation or an external investigation, proceeding or hearing conducted by any federal or state agency charged with enforcing employment discrimination laws is strictly prohibited by this Policy and by law.

Even if the alleged harassment or discrimination does not turn out to rise to the level of a violation of law, the employee is protected from retaliation if s/he had a good faith belief that the practice was unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment or discrimination.

Complaints of retaliation should be brought directly to the Compliance Officer. Such complaints will be promptly investigated by the Compliance Officer and the Village's Attorney. If retaliation is found, the person retaliating will be subject to corrective action up to and including termination from employment, or in the case of a non-employee, an appropriate remedy up to and including termination of a business relationship.

SECTION 7: APPEALS

Any complainant or accused party who wishes to appeal the conclusion which the Village

reached in investigating a complaint filed under this Policy may do so within ten (10) calendar days of receipt of the appealing party's notification of the investigation outcome. Untimely submissions shall not receive consideration. Said appeal must be made in writing to the Village's Board of Trustees. The appealing party shall be entitled to present evidence in writing as to why the conclusion was flawed, improper or otherwise not supported by the evidence. The Village's consideration and review of any such appeal shall be conducted confidentially in executive session. Following a review of that evidence, as well as the information obtained in the investigative process and conclusions derived therefrom, the Village's Board of Trustees shall render a decision. That decision shall be final. The appealing party shall be notified of the decision in writing.

Nothing set forth in the Appeal Process above shall be construed to, in any way, confer upon either the complainant(s) or the person(s) accused of violating this Policy any right to appeal the Village's determination as to appropriate disciplinary and/or corrective action to be taken on meritorious complaints. In this regard, the Village at all times retains sole discretion to determine the appropriate disciplinary and/or corrective action to be taken with regard to a meritorious complaint.

SECTION 8: RECORD KEEPING

The Village shall maintain a written record of all complaints of discrimination and/or harassment for a period of at least three years. The Village shall also document the steps taken with regard to investigations, as well as conclusions reached and remedial action taken, if any. The Village shall also maintain these documents for, at a minimum, three years.

The Village's records regarding alleged discrimination and harassment shall be maintained separate and apart from personnel records in a secure and confidential location.

SECTION 9: LEGAL PROTECTIONS AND EXTERNAL REMEDIES

Discrimination and harassment, including sexual harassment, based on protected characteristics are not only prohibited by the Village but are also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Village, employees may also choose to pursue legal remedies with the governmental entities referenced in the following laws. While a private attorney is not required to file a complaint with a governmental agency, an employee may seek the legal advice of an attorney.

In addition to the protections outlined below, individuals employed in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment and harassment

based on other protected characteristics set forth in this Policy, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged harassment, including sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Village does not extend your time to file with DHR or in court. The one year or three years is counted from the date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual or other illegal harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual or other illegal harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees (in sex discrimination and sexual harassment cases only) and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the discrimination or harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award

remedies if discrimination is found to have occurred. In general, employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from harassment, sexual harassment and discrimination. An employee should contact the county, city or town in which they live to find out if such a law exists.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact your local police department.

SECTION 10: QUESTIONS

Any questions by employees of the Village about this Policy or potential harassment or discrimination should be brought to the attention of one of the Village’s Compliance Officer. The name, address, and telephone number of the Village’s Compliance Officer are listed in *Section 11* of this Policy.

SECTION 11: COMPLIANCE OFFICER

Village Clerk

Village Hall

518-712-9635

PO Box 268, East Nassau, NY 12062

Where the Compliance Officer has a conflict of interest in serving in this role, the Village Mayor shall serve as the Compliance Officer.

SECTION 12: ANNUAL TRAINING

Village employees shall complete annual training on sexual harassment and provide the Village Clerk with proof of such training. The Village Clerk will keep said proof of training in the employee’s respective training file.

SECTION 13: EFFECTIVE DATE AND POLICY DISSEMINATION

The effective date of this Policy shall be August 14, 2019. The Village of East Nassau shall ensure that this Policy is adequately disseminated and made available to all employees of the Village. A copy of this Policy shall be given to each new employee upon election or appointment. In addition, copies of this Policy and Complaint Form shall be maintained in the office of the Compliance Officer as well as the Village's Policy Book that is available at the Village Office.

Upon the effective date of this Policy, the provisions of this Policy shall supersede and replace the following prior Village policy regarding employee discrimination and harassment;

Policy Against Discrimination and Harassment adopted 8 November 2017.

ATTACHMENT A: Acknowledgement of Receipt of Village's Policy Against Discrimination and Harassment.

ATTACHEMENT B: Village of East Nassau Complaint of Alleged Discrimination/Harassment Form

ATTACHMENT A

**ACKNOWLEDGEMENT OF RECEIPT OF VILLAGE'S POLICY AGAINST
DISCRIMINATION AND HARASSMENT**

From: Village Mayor
To: Village of East Nassau officials and employees
Subject: Policy Against Discrimination and Harassment

The Village is committed to a policy of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment without being subjected to harassment or discrimination in the workplace. It is the Village's policy to provide a workplace environment free from harassment and discriminatory practices.

The Village has adopted a revised Policy Against Discrimination and Harassment. Please sign the attached acknowledgement that you have received a copy of the revised Policy, have reviewed it and have been afforded an opportunity to ask the Village Compliance Officer any questions you may have regarding the Policy. Return the signed acknowledgement to the **Village Clerk**.

Thank you for your assistance in this matter. If you have any further questions regarding this Policy, feel free to contact the Village Clerk.

**ACKNOWLEDGEMENT OF RECEIPT OF VILLAGE'S POLICY AGAINST
DISCRIMINATION AND HARASSMENT**

I, _____, have received the Village's Policy Against Discrimination and Harassment. I have reviewed this Policy and I have had the opportunity to ask any and all my questions regarding the Policy.

Signature of Employee

Date

ATTACHMENT B

**Village of East Nassau
COMPLAINT of ALLEGED DISCRIMIANTION/HARASSMENT FORM**

In order to assist The Village of East Nassau in investigating your allegations of harassment, discrimination or retaliation in a prompt and thorough fashion, please complete this form to the best of your abilities and with as much detail as you are able. Once completed, please submit this form to the Village Compliance Officer identified in Section 11 of the Village's Policy Against Discrimination and Harassment. If additional space is needed in order to respond to any question below, please attach additional pages as necessary and identify which question corresponds to the information set forth in the additional pages. Any questions regarding this form may be directed to the Village Compliance Officer. No individual will be retaliated against for filing a complaint.

Name of Complainant: _____ Date Submitted: _____

Job Title: _____

Address: _____

Home phone: _____ Cell: _____ Work: _____
(Please circle the number you'd prefer us to call)

Email: _____

Name of Victim (if different than Complainant): _____

Basis of this complaint (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Race/color | <input type="checkbox"/> Gender expression |
| <input type="checkbox"/> Age | <input type="checkbox"/> Gender identity |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Transgender status |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Genetic predisposition |
| <input type="checkbox"/> Sex/gender | <input type="checkbox"/> Military/veteran status |
| <input type="checkbox"/> Sexual harassment | <input type="checkbox"/> Citizenship |
| <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Religion/Religious creed |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> Domestic violence victim status |
| <input type="checkbox"/> Familial Status | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sexual orientation | <input type="checkbox"/> Other/Not Sure |

If checked "Other/Not Sure," please briefly explain:

Time(s) and date(s) the incident(s) took place:

Name(s) and address, if known, of the individual who allegedly engaged in the harassment, discrimination or retaliation. If more than one, list all.

Name: _____

Address: _____

Where did this incident occur?

Describe the incident(s) which occurred with as much detail as you are able, including why you believe the incident(s) constitutes harassment, discrimination or retaliation (please attach any documentation or evidence you believe is relevant to the incident):

Describe briefly what you would consider to be appropriate resolution of the conduct described above: (Please note that the Village of East Nassau retains the sole discretion and authority to determine the appropriate disciplinary and/or corrective action to be taken with regard to meritorious complaints. This question should not be construed in any way to constitute a forfeiture of that discretion or authority.)

Identify all persons who witnessed the incident(s) described above:

_____	_____
_____	_____
_____	_____

Please identify any other persons you believe have knowledge important to the incident(s) in question, including his/her contact information and a brief description of the knowledge held by each person:

Have you filed a complaint or charge with a Federal, State, or Local Government agency related to the incident(s) identified above?

Yes _____ No _____

Has this incident or occurrence been previously reported to the Village of East Nassau?
[] Y [] N. If yes, when and to whom?

If the incident or occurrence has been previously reported, please describe the remedy, outcome or resolution:

I swear or affirm that I have read the above complaint and that it is true to the best of my knowledge, information and belief.

Complainant's Signature

Date

Received by:

Signature

Date

Print Name:

For Village Use Only – To be Completed Upon Receipt

Recipient of Complaint (print): _____

Date, Time and Manner (e.g. personal delivery, mailbox, etc.) of Receipt: _____

Notes: _____
