

HARASSMENT POLICY

The policies and procedures of Tuscola Township, Tuscola County, Michigan, to maintain a healthy environment free from all forms of harassment and to provide procedures for reporting and the resolution of complaints involving harassment is hereby enacted to read as follows:

1. **Purpose:** The purpose of this policy is to maintain a healthy environment free from all forms of harassment and to provide procedures for reporting and the resolution of complaints of harassment.
2. **Definition:** Harassment includes the unwelcome, explicit or implicit sexual advances, requests for sexual favors, and other verbal or physical conduct when:
 - a. It is made a condition of employment;
 - b. It affects an employee's employment status, or
 - c. It interferes with the Township environment through the creation of intimidating, hostile, or offensive conditions.

Harassment does not include the reasonable conduct or actions of supervisors intended to provide employee discipline, performance evaluation, oral or written reprimands or other supervisory actions intended to promote positive performance.

Harassment also includes unwelcome comments, threats, or intimidation based on ethnicity, gender, sexual orientation, country of birth, language, religious, or other related factors.

3. **Policy:** No employee shall explicitly or implicitly mock, threaten, intimidate, degrade, insult, or harass any person. Every employee is responsible for assisting in preventing harassment. Any employee who harasses another individual may be subject to discipline, including termination.
4. **Procedures:** Individuals who consider themselves to have been harassed while coming into contact with Township employees or representatives should report the matter immediately to the designated Township representative appointed by the Township Board to investigate and resolve harassment complaints.

The designated Township representative shall immediately investigate the complaint and take any appropriate action. This shall include a review of this harassment policy with the offender and, if necessary, a

recommendation made to the Township Board for disciplinary action based upon the nature of the offense.

Capricious and unfounded charges of harassment may be a cause for disciplinary action.

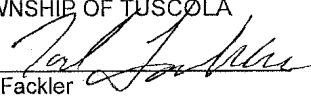
Refusal by the designated Township representative to act in legitimate causes of harassment may be a cause for disciplinary action.

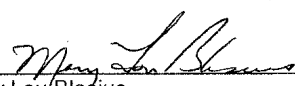
Retaliation against an employee for having complained about harassment may result in disciplinary action.

The rights of all parties shall be protected and due process shall be observed in dealing with complaints of harassment. However, since the law dictates that a thorough investigation of sexual harassment complaints must be undertaken, complete confidentiality cannot be promised.

IN WITNESS WHEREOF this Resolution was executed the 16th day of August, 2011, by the Tuseola Township Board of Trustees.

TOWNSHIP OF TUSCOLA

By: 
Tod Fackler
Its: Supervisor

By: 
Mary Lou Blasius
Its: Clerk