

**POLICY PROHIBITING HARASSMENT**

The Susquehanna Township Authority ("Authority") wishes to ensure that all employees are treated with respect and dignity in the workplace. All workplace relationships should be professional in nature and free from harassment, unlawful bias and other potentially offensive conduct or statements. The Authority will not tolerate any unlawful discrimination, including harassment, based upon an employee's sex, race, religion, national origin, disability, or any other form of illegal harassment or discrimination. The Employer strives to comply with the worthy policies underlying the Pennsylvania Human Relations Act and Title VII of the Federal Civil Rights Act, which prohibit discrimination and harassment in the workplace and the creation of hostile work environments.

**I. "Harassment" Defined.** For purposes of this Policy, harassing conduct includes any verbal, physical or visual comments or conduct that relate to the sex, race, religion, national origin, disability or other legally protected classification of an employee, which has the purpose or effect of interfering with the work performance of that employee or creating an intimidating, hostile or offensive environment for that employee. The Authority will not tolerate either single or repeated instances of inappropriate conduct based upon any of the classifications mentioned above.

- unwelcome sexual comments, actions and requests, including those offered in exchange for a job or for professional advancement, or as threats against the employee's professional interests, including threats of demotion or termination;
- epithets, slurs or threatening, intimidating or hostile acts that are based upon the victim's sex, race, religion, national origin, disability or other protected classification;
- verbal or physical conduct (not necessarily requiring physical **contact** between the offender and the victim, including obscene gestures) of a sexual, crude or inappropriate nature that are made explicitly or implicitly;
- possession and/or display of graphic writings, pictures or other items or materials on Authority' premises that reflect hostility, disrespect or aversion toward an individual or group of employees because of their sex, race, religion, national origin, disability or other legally protected classification;
- conduct or behavior that has the foreseeable effect of causing annoyance, embarrassment, intimidation, belittlement or offense to another employee, which adversely affects or interferes with that employee's work performance.

**II. Complaints and Investigation.** Any employee who believes that he or she may have been subject to harassing conduct or comments, or who has witnessed such actions directed against another employee, is strongly encouraged to report the incident(s) to the Manager as soon as possible. If you feel that it would be unwise or impractical to report the alleged offense to the previously mentioned individual(s) because that person is the alleged offender or for other reasons, you should contact the Authority Chairman or Solicitor to report the incident. It is essential for any employee who has been victimized by, or witnessed such conduct to inform the Authority so that the complaint may be fully, timely and properly



investigated. The Authority is committed to addressing all complaints to ensure that any person who violates this Policy will be appropriately punished, and to ensure that other persons are deterred from similar behaviors.

All complaints will be discreetly investigated. The complaining party and witnesses may be asked to provide written statements during the course of the investigation. Such statements shall only be provided to persons or entities that are involved in the investigatory process, or as otherwise required by law.

Although the investigation process will require management to discuss the facts supporting the complaints with certain employees, every effort will be made to maintain as much confidentiality as possible about the complaining party and the details of the alleged conduct. The Authority will also strive to ensure that only those employees with potentially relevant information are interviewed. If the complaint alleges facts that may jeopardize the safety and well-being of other employees, the Authority reserves the right to take any necessary interim measures against the alleged offender while the investigation proceeds.

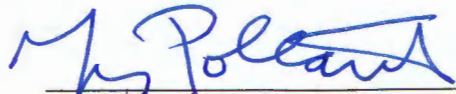
**III. Corrective Action.** After the Authority has completed its investigation, it shall take appropriate disciplinary action against any employee who it determines has harassed an employee, assisted another in harassing an employee, or, in the case of management or attorneys, ignored an employee's complaint or used his or her position of authority to harass an employee. The punishment for violating this Policy must, and shall be determined on a case-by-case basis, and shall include consideration of all mitigating and aggravating circumstances. Punishment will include appropriate penalties up to and including terminating the offender's employment.

**IV. Prohibition on Retaliation.** Both state and federal laws prohibit employers or other employees from retaliating against an employee who reports an alleged offense or who assists an employer in investigating an alleged offense. Any employee who hinders or attempts to corrupt the efforts of another employee reporting a violation of this Policy or assisting the Authority in conducting an investigation shall also be subject to penalties up to and including termination of employment.


8233-001/156666

RESOLVED AND ENACTED by the Susquehanna Township Authority this  
5th day of January, 2010.

ATTEST:

  
Yves E. Pollart, P.E.  
Secretary

SUSQUEHANNA TOWNSHIP AUTHORITY

  
Anthony W. Salomone  
Chairman