

**CORINNA SEWER DISTRICT  
PO BOX 424  
CORINNA, ME 04928**

**ANTI-HARASSMENT GUIDELINE**

The Corinna Sewer District (CSD) will not tolerate any form of harassment based upon an individual's age, race, color, creed, religion, sex, sexual orientation, national origin, disability, Vietnam Veteran status, or other protected class or characteristic established under applicable federal, state, or local statute or ordinance by or against any employee, customer, vendor, independent contractor or other individual with whom our employees come into contact in connection with their employment with this CSD. Persons who engage in such harassment will be subject to appropriate discipline up to and including termination of employment.

Sexual Harassment is a form of illegal sex discrimination. Sexual Harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, personally offensive, and which interferes with our work effectiveness. The regulations of the Employment Opportunity Commission define unlawful sexual harassment as follows:

“Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, whether by a male or female, constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment”. Examples of the conduct referred to in (3), if unwelcome, may include (but are not limited to); sexual bantering; off-color language or jokes, sexual flirtation, advances or proposition; request for sexual favors; verbal abuse of a sexual nature; verbal commentaries about an individual's body; sexually-degrading words used to describe individuals; displays of sexually suggestive objects or pictures; and using sexually-oriented or degrading gestures or other non-verbal communications.

Individuals who believe they have been subject to sexual harassment should immediately bring it to the attention of a member of the Board of Trustees for the CSD. Similarly, if you have any question as to whether certain conduct is unlawful harassment, you are encouraged to speak with a Trustee of the CSD. This is particularly true when it comes to sexual harassment, where what is offensive to one person may not be offensive to another. Consequently, it is important that you let your feeling be known.

All complaints will be investigated promptly and the existence and nature of your complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation or to take appropriate corrective measures. In all cases, the person who initiated this procedure will be informed of the findings and disposition of the matter at the conclusion of the investigation. Further, Trustees will ensure that there is no coercion, retaliation, intimidation, or harassment directed against any individual who registers a complaint or serves as witness on behalf of another employee.

(Adopted by the Corinna Sewer District Trustees 9/9/2004)