
COMPLAINT PROCEDURE*

Maintaining a harassment-free workplace requires the cooperation of all employees. It is very important for employees to report to the Authority any conduct they believe is improper under our policies against discrimination and harassment, regardless of whether the conduct of concern is directed at the employee personally or at someone else.

This complaint procedure has broad application. It applies to all employee or non-employee complaints or reports of improper conduct involving discrimination, harassment, retaliation, threats of harm or intimidation or other matters involving work with the Township or work related conditions including but not limited to violations of other Authority policies, safety related concerns or complaints of a general nature. A complaint of generalized nature should be directed to your supervisor. Please follow the procedure below for complaints regarding any type of perceived unlawful conduct including but not limited to unlawful discrimination, harassment, retaliation or threats of harm. For complaints regarding a violation of the Authority's Whistleblower Policy, please refer to that policy.

Employees who observe actions they believe to constitute harassment, sexual harassment, or any other workplace wrongdoing should immediately report the matter to their supervisor, or, if they prefer, or do not think that the matter can be discussed with their supervisor, they should contact the Department Head, Executive Director/Superintendent, Human Resources or the Authority Solicitor. If the complaint involves the Executive Director/Superintendent, the reporting employee should contact the Authority Solicitor. Reporting of such incidents is encouraged both when an employee feels that he or she is subject to such incidents or observes such incidents in reference to other employees. Employees should report incidents in writing using the Employee Complaint Form but may make a verbal complaint at their discretion. Employee questions about what constitutes harassment, sexual harassment, or any other workplace wrongdoing should be directed to their Department Head, Human Resources, or the Executive Director/Superintendent. All reports of harassment, sexual harassment, or other wrongdoing will be promptly investigated by a person who is not involved in the alleged harassment or wrongdoing.

No employee will be penalized in any way for reporting a complaint. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Further, any employee who is determined, after an investigation, to have engaged in conduct which violates this or another Authority policy will be subject to appropriate disciplinary action, up to and including discharge. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. This is not a guarantee that all matters will remain confidential as to all persons at all times. Any investigation may

include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The complaining employee will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the report of incident.

False Claims of Harassment

Any employee who makes a false claim of harassment will be disciplined according to Authority policy.

Liability for Sexual Harassment

Any employee of the Authority, whether co-worker, supervisor or manager, who is found to have engaged in unlawful harassment is subject to disciplinary action up to and including termination from employment.