

**A RESOLUTION ADOPTING AND ESTABLISHING AN UPDATED  
SEXUAL HARASSMENT POLICY FOR THE VILLAGE OF CAMPTON HILLS  
TO COMPLY WITH P.A. 100-0554**

**WHEREAS**, the Village of Campton Hills previously established a sexual harassment policy; and

**WHEREAS**, recently, the Illinois General Assembly enacted P.A. 100-0554 that requires units of local government to adopt a resolution or ordinance establishing a sexual harassment policy that complies with the new statutory requirements for such policies; and

**WHEREAS**, the President and Board of Trustees of the Village of Campton Hills desire to modify the Village's existing sexual harassment policy to comply with P.A. 100-0554 and to adopt a resolution establishing the updated sexual harassment policy as required by state law.

**THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CAMPTON HILLS, ILLINOIS**, as follows:

**Section 1.** The recitals set forth above are hereby incorporated into and made a part of this Resolution as though set forth in this Section 1.

**Section 2.** The President and Board of Trustees of the Village of Campton Hills hereby adopt and establish the updated sexual harassment policy attached to this Resolution as Exhibit A.

**Section 3.** This Resolution shall be in full force and effect from after its passage, approval, and publication in the manner provided by law.

Passed this 19<sup>th</sup> day of December, 2017 by roll call vote:

	AYES	NAYES	ABSENT	ABSTAIN
Trustee Laura Andersen	<u>X</u>	_____	_____	_____
Trustee Susan George	_____	_____	<u>X</u>	_____
Trustee Nick Girka	<u>X</u>	_____	_____	_____
Trustee Mike Millette	_____	_____	<u>X</u>	_____
Trustee Michael O'Dwyer	<u>X</u>	_____	_____	_____
Trustee Michael Tyrrell	<u>X</u>	_____	_____	_____
President Harry Blecker	_____	_____	_____	_____

APPROVED THIS 19<sup>th</sup> DAY OF Dec., 2017

(SEAL)

  
Harry Blecker, Village President

ATTEST:

  
Vanessa Quail, Village Clerk

## Exhibit A

### Updated Sexual Harassment Policy

#### **2.4 Sexual Harassment**

It is Village policy to prohibit harassment of any employee by any other employee, the public, or a vendor on the basis of sex or gender. The purpose of this policy is to ensure that all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include, but are not limited to, unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit emails and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting on an employee's physical appearance, conversation about your own or someone else's sex life or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

**Sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991, and sexual harassment is prohibited by the Illinois Human Rights Act and the State Officials and Employees Ethics Act. According to the Illinois Human Rights Act, sexual harassment is defined as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:**

**(a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment status, or**

**(b) Submission to or rejection of such conduct by an individual is used as the basis for employment status decisions affecting such individual, or**

**(c) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an immediate, hostile, or offensive working environment.**

#### **Reporting Harassment and/or Discrimination Allegations**

- A. If an employee feels that they have been the victim of harassment and/or discrimination, they must report the incident to the Village as soon as is practicable and in accordance with the procedures set forth herein. Also, any employee who learns of or witnesses harassment or discrimination is strongly encouraged to promptly report it pursuant to this policy.
1. If the alleged offender is the employee's co-worker, then the employee should report the incident to their supervisor.
  2. If the alleged offender is the supervisor, then the employee should report the incident directly to the Village Administrator or Village President if the employee's supervisor is the Village Administrator.
  3. If the alleged offender is the Village President or a Village Board member, then the employee should report the incident directly to the Village Administrator or the Village Attorney.

- B. The Village has a sample written complaint form (attached as Appendix D of this Manual) available to employees who believe that they have been subjected to harassment and/or discrimination. Employees are encouraged to use the complaint form and submit it when reporting an incident, including any and all pertinent documents and facts. Use of this written complaint form is encouraged but is not mandatory.
- C. To facilitate a thorough and fair investigation of the alleged incident, it is strongly encouraged that all reports of harassment and/or discrimination be made as soon as practical, but preferably within seven (7) days from the date of the occurrence.
1. Upon receipt, the appropriate Village official, or his or her designee (Investigator), shall conduct an investigation to consider appropriate resolution alternatives based on the facts uncovered, and swiftly resolve the matter. The Village President or Village Administrator shall inform the complainant and accused of the progress of the investigation if it is not resolved within seven (7) days.
  2. All reports of harassment and/or discrimination shall be taken seriously and fully investigated. There can be no guarantee of complete confidentiality, but to the extent possible, the investigation and the identity of the parties and persons cooperating in the investigation will be kept in strict confidence with only those involved on a need to know basis.
  3. All parties involved will be expected to keep all comments and personal opinions confidential. Full cooperation from all parties involved is required during the investigation. Failure to fully cooperate with such investigation may subject the employee to disciplinary action, up to and including termination of employment.
  4. All persons accused of harassment and/or discrimination are considered innocent until proven otherwise.
- D. Upon the completion of the investigation, the Village official (Investigator) shall prepare a written report including findings, remedies (if any) and outcome. The Village President and Board of Trustees shall be notified of the incident and the outcome.
- E. Employees who are found guilty of harassment and/or discrimination shall be subject to corrective or disciplinary action up to and including termination depending on the circumstances. If upon the completion of an investigation, the alleged offender is found innocent or the allegations are unsubstantiated, then no record of the incident shall appear in their personnel file.
- F. The Village prohibits retaliation against any individual who reports or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, for participation in an investigation of a harassment claim, will be subject to disciplinary action up to and including termination. Persons who report allegations of sexual harassment may also have whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Illinois Human Rights Act.
- G. If the complainant is found to have been acting maliciously with the intention of intimidating or retaliating against the alleged offender, then the accuser may be subject to disciplinary action up to and including termination.

