

**WATER AUTHORITY OF GREAT NECK NORTH**  
**NON-HARASSMENT POLICY**  
As Re-Adopted February 3, 2025

**DEFINITION OF HARASSMENT**

Harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee, whether male or female, should be subjected to unsolicited and unwelcome overtures or conduct, either verbal or physical.

Sexual harassment includes making unwelcome sexual advances or requests for sexual favors; other verbal or physical conduct of a sexual nature; and creating an intimidating, hostile or offensive working environment by such conduct. Examples of sexual harassment may include sexual jokes, comments or innuendo, and sexually explicit pictures.

**POLICY STATEMENT**

It is the policy of the Water Authority of Great Neck North that all employees should be able to enjoy a work environment free from all forms of discrimination and harassment, including sexual, racial and national origin harassment.

The Water Authority will not tolerate any behavior that is not welcome; is personally offensive; that lowers morale; and that interferes with work effectiveness. Any employee conduct which violates the guidelines used by the Equal Employment Opportunity Commission or the provisions of the Civil Rights Act of 1964 is unacceptable.

**RESPONSIBILITIES**

The Superintendent is responsible for providing information relative to the policy concerning harassment; the gravity of such behavior; and the procedure to be followed should an allegation of harassment be made. The Superintendent is further responsible for providing the necessary training to effectively implement this policy in every respect. He/she will also make it clear that disciplinary action will be taken against individuals engaging in harassment, and against supervisory and managerial personnel who knowingly allow such behavior to continue.

Each supervisor is responsible for maintaining a work place free of all forms of harassment. This duty includes discussing this policy with all employees and assuring them that they are not to endure insulting, degrading or exploitative treatment.

Any employee who believes he/she has been the subject of harassment is responsible for reporting the alleged charge immediately to the Superintendent. In the event the alleged charge relates to the Superintendent, the employee should report the alleged charge immediately to the Chairperson. In such circumstances, the Chairperson, or his or her designee, shall fulfill the responsibilities of the Superintendent pursuant to this policy.

## PROCEDURES FOR INVESTIGATING A COMPLAINT OF HARASSMENT

Any employee who believes that he/she has been the subject of sexual or any other harassment should report the alleged charge immediately in accordance with the following procedures. All information provided will be held in the strictest confidence and will only be disclosed on a need-to-know basis in order to investigate and resolve the matter. In every case, charges will be investigated in an objective, discreet, thorough and prompt manner. If it is determined that the employee has been the victim of harassment, immediate and appropriate corrective action will be taken.

### STEP ONE

The individual alleging harassment will report the incident to the Superintendent and complete the "Alleged Harassment Incident Report", specifically outlining the nature of the complaint. A completed form must be submitted in order to begin the investigation.

### STEP TWO

Within twenty-four (24) hours of receiving the completed form, the Superintendent will meet with the employee to discuss the nature of the allegation(s).

### STEP THREE

Within five (5) working days after meeting with the employee, the Superintendent will meet with the alleged harasser(s) to discuss the complaint. The Superintendent will review the Authority's policy. The alleged harasser will then have the opportunity to respond to the allegation(s) both verbally and by completing the "Response to Alleged Harassment Incident Report."

### STEP FOUR

Within five (5) working days of meeting with the alleged harasser, the Superintendent will make a determination of the action to be taken based on the facts of the case. If harassment was proven, appropriate disciplinary action will be taken up to, and including, termination of employment.

**ALLEGED HARASSMENT INCIDENT REPORT**

Name of Employee: \_\_\_\_\_

Department: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Witnesses: \_\_\_\_\_

\_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Disposition of Complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

**RESPONSE TO ALLEGED HARASSMENT**  
**INCIDENT REPORT**

Name of Employee: \_\_\_\_\_

Department: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Response to Complaint: \_\_\_\_\_

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date