

## CHAPTER 12

### EMPLOYEE REGULATIONS

#### ARTICLE I – SEXUAL HARASSMENT POLICY

**12-1-1**        **DEFINITIONS.** “Sexual harassment” as used herein, shall have the meaning assigned to that term under the Illinois Human Rights Act, which is as follows:

“Sexual harassment” means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature 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 the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

**12-1-2**        **PROHIBITED ACTIVITY.** The Village shall not permit any sexual harassment of any person by any of its officers, trustees, employees or other representatives.

No individual shall engage in any sexual harassment of any person in connection with any employment or conditions of employment by the Village. Such acts are unlawful and prohibited whether the acts occur in the place of employment or elsewhere. Such acts are prohibited whether such acts are by one person or more, and whether condoned by the employer or not, and whether or not the person perpetrating such acts can, in fact, affect the employment or conditions of employment.

**12-1-3**        **NOTIFICATION OF ACTIVITY.** Should any employee of the Village believe he or she has been the victim of sexual harassment, such employee may notify the Village Clerk in writing specifying the alleged perpetrator, the date and time of the alleged sexual harassment and all other facts pertinent to the alleged sexual harassment. Upon receipt of such complaint, the Village Clerk shall immediately provide a copy of the complaint to the Mayor. The Mayor shall, as soon as practicable, appoint an ad hoc committee of the Village Board to investigate the complaint. If the complaint is found to be meritorious after a hearing is conducted by the committee, a report shall be made by the committee to the Village Board of Trustees. The Village Board of Trustees may execute such penalties as the Village Board deems appropriate, including but not limited to discharge from employment.

**12-1-4**        **STATE AUTHORITIES.** Any person who believes to be a victim of sexual harassment is hereby notified of the legal recourse available through the Department of Human Rights and the Illinois Human Rights Commission, including the investigative and

complaint process available through said Department and Commission. Provisions relating to sexual harassment and employment under the Illinois Human Rights Act are found in **755 ILCS Sec. 5/2-101 et seq.**

The addresses and telephone numbers of the Illinois Department of Human Rights and the Illinois Human Rights Commission are as follows:

Illinois Department of Human Rights  
222 South College  
Springfield, IL 62704  
Phone: (217) 785-5100  
(217) 785-5125 (TDD)

Illinois Human Rights Commission  
404 Stratton Office Building  
Springfield, IL 62706  
Phone: (217) 785-4350

**12-1-5**      **RETALIATION.** All persons are hereby further notified that it is illegal for an employer to retaliate against an individual who has made a complaint of alleged sexual harassment, all as is more fully set forth in **755 ILCS Sec. 5/2-105(B)(5)**.

The Village shall post a copy of this policy in full public review in the Village Hall.

**(Approved 07-19-00)**