

## **HARASSMENT AND DISCRIMINATION POLICY**

Niagara County Industrial Development Agency (“Agency”) believes in the dignity of the individual and recognizes the rights of all people to equal employment opportunities in the workplace. In this regard, Agency is committed to a policy of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment without subjugation to harassment or discrimination in the workplace. As with discrimination based on sex and sexual harassment, it is Agency’s policy to provide an employment environment free from discrimination and harassment based on race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, genetic predisposition or carrier status, domestic victim’s status, and veteran or marital status.

The Agency prohibits discrimination based on race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, genetic predisposition or carrier status, domestic victim’s status, and veteran or marital status and will not tolerate any form of unlawful discrimination or harassment. Agency will take all steps necessary to prevent and stop the occurrence of unlawful discrimination and/or harassment in the workplace.

All employees, including but not limited to, Agency officials and supervisory personnel, are responsible for ensuring a work environment free from prohibited discrimination and harassment. All employees will be held responsible and accountable for avoiding or eliminating inappropriate conduct that may give rise to a claim of harassment or discrimination. Employees are encouraged to report violations to the Executive Director. The Executive Director will take immediate and appropriate corrective action when instances of prohibited discrimination and/or harassment come to his attention to assure compliance with this Policy.

Each employee is assured that retaliation against an individual who makes a complaint under this Policy is absolutely prohibited and constitutes, in and of itself, a violation of this Policy.

Any questions regarding the scope or application of this Policy should be directed to the Executive Director.

### **COMPLAINT PROCEDURE FOR EMPLOYEES**

1. Notification Procedure. Prompt reporting of complaints or concerns is encouraged so that timely and constructive action can be taken before relationships become strained. Reporting of all perceived incidents of prohibited discrimination and/or harassment is encouraged, regardless of the offender’s identity or position. An employee or other individual who feels aggrieved because of harassment or discrimination has several ways to make his or her concerns known:

- (a) An aggrieved person who feels comfortable doing so should directly inform the person(s) engaging in the harassment or discrimination that such conduct or communication is offensive and must stop.

NOTE: Confronting the offender is NOT required. All employees have the right to file a good faith complaint without first communicating with the offender.

- (b) An aggrieved person who does not wish to communicate directly with the individual whose conduct or communication is offensive, or if direct communication with the offending party has been unavailing, shall contact the Executive Director.
- (c) An aggrieved person alleging harassment or discrimination by the Executive Director, or alleging failure of the Executive Director to take immediate action on the individual's complaint shall contact the Chairperson of the Board.