

**RESOLUTION NO. 914.94**

**RESOLUTION NO. 914.94 OF THE TOWN COUNCIL OF  
THE TOWN OF GOLDEN BEACH, FLORIDA AFFIRMING  
POLICIES REGARDING EQUAL EMPLOYMENT  
OPPORTUNITY, PROHIBITING EMPLOYEE AND SEXUAL  
HARASSMENT; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Town Council of Golden Beach wishes to reaffirm their commitment to Affirmative Action and policies of non-discrimination, and

**WHEREAS**, the Town Council desires to maintain a quality work environment for all employees, so that they may work free from intimidation, humiliation, insult, nor to be subjected to offensive physical or verbal abuse or conduct on the basis of race, color, religion, gender, national origin, age or disability, racial or religious nature, and

**WHEREAS**, the Town Council wishes to endorse policies of equal employment opportunities and prohibit employee harassment which were distributed to employees by the Town Manager,

**NOW THEREFORE BE RESOLVED BY THE TOWN COUNCIL OF GOLDEN BEACH:**

**Section 1:** That the Town Council adopts **Equal Employment Opportunity Policy** (Exhibit A) attached.

**Section 2:** That the Town Council adopts **Sexual Harassment Prohibition Policy** (Exhibit B) attached.

**Section 3:** That the Town Council adopts **Employee Harassment Prohibition Policy** (Exhibit C) attached.

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Section 4: Effective Date. That this Resolution shall become effective upon approval of the Town Council.

The Motion to adopt the foregoing Resolution was offered by VICE MAYOR ROSENTHAL, seconded by COUNCILMAN ADDICOTT, and on roll call the following vote ensued:

Mayor Nelson	AYE
Vice Mayor Rosenthal	AYE
Councilman Duffner	ABSENT
Councilman Mena	ABSENT
Councilman Addicott	AYE

**PASSED AND ADOPTED** by the Mayor and Town Council of the Town of Golden Beach, Florida, this 18th day of October, 1994.

Mayor  
MAYOR

Jack Berglin  
TOWN CLERK/DEPUTY TOWN CLERK

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

Jon M. Henning  
JON M. HENNING  
TOWN ATTORNEY

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## TOWN OF GOLDEN BEACH, FLORIDA

### EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Town of Golden Beach is firmly committed to equal employment opportunity for all employees as well as for applicants for employment. The Town does not discriminate in any employment related decisions on the basis of race, religion, sex, national origin, age and/or disability. The Town's policy of equal employment opportunity applies to all organizational levels of the Town and to all job classifications.

Nancy Ciunmmo  
Town Manager  
July 27, 1994

## TOWN OF GOLDEN BEACH

### SEXUAL HARASSMENT STRICTLY PROHIBITED

Sexual harassment is a form of employee misconduct which undermines the integrity of the employment relationship. Town policy dictates that all employees be able to work in an environment free from unsolicited and unwelcome sexual overtones. It is a violation of Town policy for any department head, supervisor, or other employee to engage in any act or behavior defined below as sexual harassment. The Town will take immediate corrective action with respect to any employee who is determined to have violated this policy. Such action will include a range of disciplinary measures, up to and including discharge.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal, written or physical conduct of a sexual nature when such conduct is made explicitly or implicitly a term or condition of employment, is used as a basis for employment decisions, or has the purpose or effect of interfering with work performance or creating an offensive work environment.

Employees may report an incident of perceived sexual harassment directly to the employee's supervisor or the Town Manager. All complaints will be promptly investigated. All employees are expected to contact the Town Manager if any questions arise as to the interpretation of this policy.

Nancy Ciunmo  
Town Manager  
July 27, 1994

## TOWN OF GOLDEN BEACH

### EMPLOYEE HARASSMENT STRICTLY PROHIBITED

To maintain a quality working environment for all employees, the Town adopts the following policy strictly prohibiting harassment in the workplace.

Harassment on the basis of sex, national origin, race, disability or religion is an offense first against a specific employee or group of employees and, second, an offense against the Town. Offenses refer to actions that have the purpose or effect of creating a hostile, offensive or intimidating working environment an/or are based on sex, national origin, race, disability or religion. Examples would include, but are not limited to: physical contact of sexual nature; jokes, comments, insults, cartoons or innuendos related to sex, national origin, race, disability or religion; or personal conduct that could reasonably be construed as offensive.

It is each employee's responsibility to help eliminate all forms of prohibited harassment. It will be every supervisor's responsibility to prevent such behavior from occurring within their work jurisdiction.

When an employee believes an incident of harassment has occurred, the incident is to be reported to the employee's supervisor and/or the Town Manager. Complaints involving discrimination on the basis of disability should be filed directly with the Town's ADA coordinator, Deputy Town Clerk, Trudi Berglin. All complaints or incidents will be promptly investigated on an case-by-case basis. In those cases where a violation has been determined to have occurred, immediate action will be taken to remedy the situation and to prevent its recurrence.

All persons who are determined to have violated this policy will be subject to disciplinary action up to and including discharge.

All employees are expected to contact the Town Manager if any questions arise as to the interpretation of this policy.

Nancy Ciunmo  
Town Manager  
July 27, 1994