

**March 2014**

**Nondiscrimination/Sexual Harassment Policy Statement  
Of Abington Township**

**It has been and will continue to be the policy of Abington Township that it shall be an equal opportunity employer. To assure full implementation of the policy, Abington Township shall act affirmatively to assure it will:**

- 1. Recruit, hire and promote for all job classifications without regard to actual or perceived race, creed, color, national origin, age, religion, ancestry, union membership, disability (in accordance with the Americans With Disabilities Act of 1990), use of a service animal, military veteran status, lifestyle, sexual orientation, gender identity, or gender expression.**
- 2. Base decisions on employment solely upon an individual's qualifications and interest in the position being filled.**
- 3. Make promotion or hiring decisions only on the individual's qualifications as related to the requirements of the position for which the employee is being considered without regard to real or perceived, race, creed, color, national origin, age, religion, ancestry, union membership, disability, use of a service animal, military veteran status, lifestyle, sexual orientation, gender identity, or gender expression.**
- 4. Ensure that all other personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, education, tuition, assistance, social and recreational programs, will be administered without regard to real or perceived race, creed, color, national origin, age, religion, ancestry, union membership, disability, use of a service animal, military veteran status, lifestyle, sexual orientation, gender identity or gender expression.**
- 5. Ensure that sexual harassment in the workplace is prohibited. Sexual harassment is any unwelcome sexual advance, request for sexual favors, and any other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of employment; submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or when such conduct has the effect of unreasonably interfering with the individual's work performance or creating an offensive working environment.**

**Examples of acts of sexual harassment which shall not be tolerated include but are not limited to:**

- written - suggestive or obscene letters, poems, notes, or invitations;**
- verbal - derogatory comments, epithets, slurs, or jokes;**

- physical - impeding or blocking movement; touching; patting; pinching; or other unnecessary physical interference with normal work;
- visual - sexually oriented gestures, display of sexually suggestive or derogatory objects, pictures, cartoons, posters, or drawings;
- other - threats or insinuations that lack of sexual favors will result in reprisal, punitive actions, change of assignment, or a poor performance evaluation; withholding support for appointment, promotion, transfer.

In keeping with the above policy, employees who believe they have been or are being discriminated against or sexually harassed should contact your Supervisor or Department Head, the Human Resources Coordinator, or any Township Department Head at 267-536-1000 between the hours of 7:30 to 5:00 p.m.

Retaliation against persons who have filed charges, testified, assisted, and participated in any way in any proceeding, investigation, or hearing under the provisions of the Age Discrimination Law, or under Title VII of the Civil Rights Act, Americans With Disabilities Act of 1990, or the Township of Abington's Ordinances 2029 and 2074, is expressly prohibited and unlawful.

At any time, the employee may file a formal complaint with one of the following agencies within the respective time frames:

#### Appellate Authorities

#### APPELLATE AUTHORITIES

##### Pennsylvania Human Relations Commission

Philadelphia Regional Office  
110 North 8<sup>th</sup> Street, Suite 501  
Philadelphia, PA 19107  
215-560-2496

TDD 215-560-3599

Time Frame:

180 days from date of alleged occurrence

##### Equal Employment Opportunity Commission

Philadelphia District Office  
801 Market Street, Suite 1300  
Philadelphia, PA 19106  
1-800-669-4000

TDD 1-800-669-6820

Time Frame:

300 days from date of alleged occurrence

The employee may also contact the Abington Township Human Relations Commission (AHRC) to file a complaint. The AHRC can provide mediation or will advise the employee to contact the PHRC at;

Abington Township Human Relations Commission

abingtontownshiphrc@gmail.com

267-518-8049

<http://abington.org/government/human-relations-commission>