

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE****RESOLUTION NO. 2470**

**BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**, upon the recommendation and approval of the Executive Director, that the following claims on the current bills, list attached, amounting to \$ **18,959.80**, is hereby approved.

**PROJECT (FLASH) - BILLS FOR SEPTEMBER 2025 TOTALS:** \$ 9,659.09

**SECTION 8 (HCV) - BILLS FOR SEPTEMBER 2025 TOTALS:** \$ 9,300.71

Introduced by: Roberta Sohmer (via Zoom)

Offered by: Dolores Steinberg

# Housing Authority Borough of Fort Lee

## Vendor Accounting Cash Payment/Receipt Register

### FLASH Corp.

Filter Criteria Includes: 1) Program: FLASH Corp. 2) Project: All Projects 3) Payment Date: 9/1/2025 to 9/30/2025 4) Financial Period: September 2025 5) Payments Over: All  
6) Check Numbers: All 7) Cleared Period: All 8) Check Status: All 9) Payment Status: All 10) Show Payments: Yes 11) Show Deposits: Yes 12) Order By: Payment/Receipt Number

**Bank: Provident Bank, Bank Account: 650409103, GL Account: 1111.4**

#### Posted Payments

| <u>Doc Num</u>     | <u>Payment Date</u> | <u>Voided</u> | <u>Type</u> | <u>Document Recipient</u>        | <u>Document Description</u>          | <u>Cleared</u> | <u>Amount</u> |
|--------------------|---------------------|---------------|-------------|----------------------------------|--------------------------------------|----------------|---------------|
| 8213               | 09/09/2025          | No            | CHK         | Anchor Pest Control              | Pest Control Services monthly for S  | No             | \$67.14       |
| 8214               | 09/09/2025          | No            | CHK         | Bill's Landscaping & Design Inc. | Landscaping and maintenance for 14   | No             | \$669.38      |
| 8215               | 09/09/2025          | No            | CHK         | Bill's Landscaping & Design Inc. | Landscaping & Maintenance for July   | No             | \$485.63      |
| 8216               | 09/09/2025          | No            | CHK         | Home Depot Credit Services       | Acct#6035322006257335                | No             | \$868.63      |
| 8217               | 09/09/2025          | No            | CHK         | PSE & G                          | Acct#6759444906 1403 Teresa Dr (     | No             | \$2,256.88    |
| 8218               | 09/09/2025          | No            | CHK         | PSE & G                          | Acct#6768536303 1403 /SCH (7/26/     | No             | \$625.28      |
| 8219               | 09/09/2025          | No            | CHK         | PSE & G                          | Acct#6520316105 1403/SL (8/5-9/3/    | No             | \$171.68      |
| 8220               | 09/09/2025          | No            | CHK         | PSE & G                          | Acct#601509622995 services from 7    | No             | \$286.71      |
| 8221               | 09/09/2025          | No            | CHK         | PSE & G                          | Acct#7260667508 services from 7/2    | No             | \$422.30      |
| 8222               | 09/09/2025          | No            | CHK         | SLADE INDUSTRIES, INC.           | Acct# C000477-Contract ID# MC-00     | No             | \$235.00      |
| 8223               | 09/09/2025          | No            | CHK         | United Federated Systems, Inc.   | Acct#148331F (Quarterly Billing 10/  | No             | \$84.00       |
| 8224               | 09/09/2025          | No            | CHK         | United Federated Systems, Inc.   | Service call/ Semi Annual Fire alarm | No             | \$600.00      |
| 8225               | 09/09/2025          | No            | CHK         | Veolia Water New Jersey          | Acct# 10002427312222 Services fro    | No             | \$1,950.20    |
| 8226               | 09/09/2025          | No            | CHK         | Veolia Water New Jersey          | Acct#10008900370055                  | No             | \$166.88      |
| 8227               | 09/10/2025          | No            | CHK         | Bill's Landscaping & Design Inc. | Landscaping & Maintenance for HJH    | No             | \$669.38      |
| 8228               | 09/26/2025          | No            | CHK         | Fire Prevention Bureau           | CCO FOR 1403/5E                      | No             | \$100.00      |
| Cleared: 0         |                     |               |             |                                  |                                      |                | \$0.00        |
| Uncleared: 16      |                     |               |             |                                  |                                      |                | \$9,659.09    |
| Total Payments: 16 |                     |               |             |                                  |                                      |                | \$9,659.09    |

#### Project Summary

**Bank: Provident Bank, Bank Account: 650409103, GL Account: 1111.4**

| <u>Program - Project</u>     | <u>Payments</u> | <u>Deposits</u> |
|------------------------------|-----------------|-----------------|
| FLASH Corp. - Flash Corp. 10 | \$9,659.09      | \$0.00          |
| Total:                       | \$9,659.09      | \$0.00          |

#### Document Type Summary

**Bank: Provident Bank, Bank Account: 650409103, GL Account: 1111.4**

| <u>Document Type</u> | <u>Count</u> | <u>Amount</u> |
|----------------------|--------------|---------------|
| Check (CHK)          | 16           | \$9,659.09    |
| Total:               | 16           | \$9,659.09    |

#### Transaction Type Summary

**Bank: Provident Bank, Bank Account: 650409103, GL Account: 1111.4**

| <u>Transaction Type</u>     | <u>Count</u> | <u>Amount</u> |
|-----------------------------|--------------|---------------|
| Vendor Accounting - Payment | 16           | \$9,659.09    |
| Vendor Accounting Total     | 16           | \$9,659.09    |
| Total:                      | 16           | \$9,659.09    |

*End of Report*

# Housing Authority Borough of Fort Lee

## Vendor Accounting Cash Payment/Receipt Register

### Housing Choice Voucher

Filter Criteria Includes: 1) Program: Housing Choice Voucher 2) Project: All Projects 3) Payment Date: 9/1/2025 to 9/30/2025 4) Financial Period: September 2025  
 5) Payments Over: All 6) Check Numbers: All 7) Cleared Period: All 8) Check Status: All 9) Payment Status: All 10) Show Payments: Yes 11) Show Deposits: Yes  
 12) Order By: Payment/Receipt Number

**Bank: Provident Bank, Bank Account: 650409111, GL Account: 1111.4**

**Posted Payments**

| <u>Doc Num</u>     | <u>Payment Date</u> | <u>Voided</u> | <u>Type</u> | <u>Document Recipient</u>          | <u>Document Description</u>       | <u>Cleared</u> | <u>Amount</u> |
|--------------------|---------------------|---------------|-------------|------------------------------------|-----------------------------------|----------------|---------------|
| 4384               | 09/10/2025          | No            | CHK         | AS Consulting Inc.                 | IT Support for August2025         | No             | \$1,093.00    |
| 4385               | 09/10/2025          | No            | CHK         | Atlantic Tomorrows Office          | Acct# 15018-Copier units usage    | No             | \$1,174.00    |
| 4386               | 09/10/2025          | No            | CHK         | Center for Internet Security, Inc. | CIS-MSISAC Order# SO-250902-00    | No             | \$995.00      |
| 4387               | 09/10/2025          | No            | CHK         | Management Computer Services I     | PHA WEB FSS Course online         | No             | \$100.00      |
| 4388               | 09/10/2025          | No            | CHK         | NTN- Philadelphia                  | 2 background checks               | No             | \$25.59       |
| 4389               | 09/10/2025          | No            | CHK         | Quadient Leasing USA, Inc          | Customer#00160207 -Postage Mac    | No             | \$391.26      |
| 4390               | 09/10/2025          | No            | CHK         | Staples Business Advantage         | Acct# NYC-1060106 (Office Supplie | No             | \$603.64      |
| 4391               | 09/10/2025          | No            | CHK         | State Of New Jersey                | EIN-0-221-853-341/000-00 (N/C HO  | No             | \$95.79       |
| 4392               | 09/10/2025          | No            | CHK         | Thomas Furlong, C.P.A.             | Accounting Services for Sept2025  | No             | \$3,300.00    |
| 4393               | 09/10/2025          | No            | CHK         | Verizon FIOS                       | Acct#452494976000156 8/10/25-9/9  | No             | \$553.85      |
| 4394               | 09/10/2025          | No            | CHK         | Verizon FIOS                       | Acct#556776715000140 Services 8/  | No             | \$75.40       |
| 4395               | 09/10/2025          | No            | CHK         | Verizon Wireless                   | Acct#64221201000001- Services fro | No             | \$446.59      |
| 4396               | 09/10/2025          | No            | CHK         | Verizon Wireless                   | Acct#642212010-0001 Office Lines  | No             | \$446.59      |
| Cleared: 0         |                     |               |             |                                    |                                   |                | \$0.00        |
| Uncleared: 13      |                     |               |             |                                    |                                   |                | \$9,300.71    |
| Total Payments: 13 |                     |               |             |                                    |                                   |                | \$9,300.71    |

**Project Summary**

**Bank: Provident Bank, Bank Account: 650409111, GL Account: 1111.4**

| <u>Program - Project</u>                         | <u>Payments</u> | <u>Deposits</u> |
|--------------------------------------------------|-----------------|-----------------|
| Housing Choice Voucher - Housing Choice Vouchers | \$9,300.71      | \$0.00          |
| Total:                                           | \$9,300.71      | \$0.00          |

**Document Type Summary**

**Bank: Provident Bank, Bank Account: 650409111, GL Account: 1111.4**

| <u>Document Type</u> | <u>Count</u> | <u>Amount</u> |
|----------------------|--------------|---------------|
| Check (CHK)          | 13           | \$9,300.71    |
| Total:               | 13           | \$9,300.71    |

**Transaction Type Summary**

**Bank: Provident Bank, Bank Account: 650409111, GL Account: 1111.4**

| <u>Transaction Type</u>     | <u>Count</u> | <u>Amount</u> |
|-----------------------------|--------------|---------------|
| Vendor Accounting - Payment | 13           | \$9,300.71    |
| Vendor Accounting Total     | 13           | \$9,300.71    |
| Total:                      | 13           | \$9,300.71    |

*End of Report*



HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2471

**RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE AUTHORIZING THE EXECUTIVE DIRECTOR TO EXTEND THE AGREEMENT FOR SNOW PLOWING/REMOVAL SERVICES FOR THE HARRY J. HOLTJE HOUSE WITH BETTER IMAGE LANDSCAPES, INC. THROUGH APRIL 30, 2027,**

**WHEREAS**, the Housing Authority requires a contract for snow plowing/removal and de-icing services at the Harry J. Holtje House

**WHEREAS**, pursuant to quotes received in accordance with the Small Purchase Procedure of the Housing Authority's Procurement Policy, in November 2024 **BETTER IMAGE LANDSCAPES, INC.** was awarded the snow plowing/removal contract for a one year term, with an option for two (2) additional one-year extensions; and

**WHEREAS**, said contractor has satisfactorily completed the work; and

**WHEREAS**, it is the desire of the Housing Authority to exercise the remaining two-year extensions in accordance with the proposal previously submitted and subject to termination at the convenience of the Authority,

**NOW, THEREFORE BE IT RESOLVED, THAT THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE hereby authorize the Executive Director to execute a Contract with BETTER IMAGE LANDSCAPES, INC. for twp (2) additional seasonal periods for November 1, 2025 through April 30, 2026 and November 1, 2026 through April 30, 2027.**

**That this Resolution shall take effect immediately.**

**INTRODUCED BY:** Roberta Solmer (via Zoom)

**SECONDED BY:** Dolores Steinberg

**DATED:** October 6, 2025

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2472

RESOLUTION OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE  
ADOPTING A REVISED PERSONNEL POLICIES AND PROCEDURES MANUAL TO  
COMPLY WITH MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND ("MEL")  
EMPLOYMENT BEST PRACTICES

**WHEREAS**, the Housing Authority of the Borough of Fort Lee (the "Authority") participates in the Municipal Excess Liability Joint Insurance Fund ("MEL") which provides, among other coverage, Employment Practices Liability insurance to the Authority; and

**WHEREAS**, in order to qualify for the lowest Employment Practices Liability Policy deductible the Authority must revise its Personnel Policies and Procedures Manual (the "Manual") to include MEL recommended provisions; and

**WHEREAS**, the Executive Director has revised and amended the Manual by inserting the provisions attached hereto to include the MEL required revisions and will review them with staff;

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Borough of Fort Lee that the revised provisions of the Personnel Policies and Procedures Manual attached heretobe and hereby are adopted.

OFFERED BY: Roberta Sohmer (via Zoom)

SECONDED BY: Dolores Steinberg

DATED: October 8, 2025



## Americans With Disabilities and Pregnant Workers Fairness

The Employer complies with the New Jersey Law Against Discrimination and the Americans with Disabilities Act and the federal Pregnant Workers Fairness Act (“PWFA”). The Employer will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability, pregnancy, pregnancy-related medical condition, breastfeeding or childbirth. The Employer also will make reasonable accommodations wherever necessary for all employees or applicants with disabilities or with known limitations related to pregnancy, childbirth or related medical conditions, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that accommodations do not require significant difficulty or expense. The Employer's nondiscrimination policy applies to all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and termination.

Definitions. The Americans with Disabilities Act defines an individual with a disability as any person who:

- (1) has a physical or mental impairment that substantially limits one or more major life activities, such as caring for oneself, walking, seeing, hearing, or speaking;
- (2) has a record of such an impairment; or
- (3) is regarded as having such an impairment.

An individual must satisfy at least one of the three prongs of the above definition to be considered an individual with a disability under the ADA. Temporary conditions, such as a broken leg, are not disabilities, nor are minor impairments, such as vision problems that are correctable with glasses.

The New Jersey Law Against Discrimination defines disability as a physical disability, infirmity, malformation or disfigurement which is caused by bodily injury, birth defect or illness including epilepsy and other seizure disorders, and which shall include, but not be limited to, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment or physical reliance on a service or guide dog, wheelchair, or other remedial appliance or device, or any mental, psychological or developmental disability resulting from anatomical, psychological, physiological or neurological conditions which prevents the normal exercise of any bodily or mental functions or is demonstrable, medically or psychologically, by accepted clinical or laboratory diagnostic techniques. Disability shall also mean AIDS or HIV infection.

A qualified individual is an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position held or sought. An individual who poses a threat to the health and safety of oneself or to others is not qualified. Reasonable accommodation means any change or adjustment to a job or work environment that does not impose an undue hardship on the Employer, or that permits a qualified applicant or employee with a disability to participate in the

job application process, perform the essential functions of the job, or enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

The Pregnancy Workers Fairness Act (“PWFA”) defines “pregnancy and childbirth” as meaning the pregnancy or childbirth of the specific employee in question and includes, but is not limited to, current pregnancy; past pregnancy; potential or intended pregnancy (which can include infertility, fertility treatment, and the use of contraception); labor; and childbirth.

Requesting Accommodation. Qualified employees or prospective employees with disabilities or who need accommodations due to pregnancy, childbirth, or related medical conditions, may request accommodations to perform the essential functions of their job or gain access to the hiring process. Employees or prospective employees should direct their written request to the Employer. In the written request, the employee or prospective employee should identify themselves as a person with a disability, eligible for protection, and identify the nature of the accommodation or consideration desired.

The Employer may require the employee to provide adequate medical or other appropriate documentation of the disability or pregnancy or childbirth-related condition and the need for the desired accommodation. The Employer will reasonably accommodate the known physical or mental limitation of an otherwise qualified applicant or employee with a disability or employee affected by pregnancy or childbirth unless the accommodation would impose an undue hardship on the Employer’s business operation.

To further the Employer’s nondiscrimination policy, the Employer will:

- Identify the essential functions of a job;
- Determine whether a person with a disability, with or without accommodation, is qualified to perform the duties; and
- Determine whether a reasonable accommodation can be made for a qualified individual.

Reasonable accommodations that the Employer may provide in connection with modifications to the work environment or adjustments in how and when a job is performed may include the following:

- Making existing facilities accessible and usable;
- Job restructuring;
- Part-time or modified work schedules;
- Acquiring or modifying equipment or devices;
- Appropriate adjustment or modifications of testing materials, training materials, and/or policies;
- Reassignment to a vacant position.

In the case of an employee breastfeeding her infant child, the accommodation shall include reasonable break time each day to the employee and a suitable room or other location with privacy, other than a toilet stall, in close proximity to work are for the employee to express breast milk for the child.

The Employer is also committed to not discriminating against any qualified employee or applicant because he or she is related to or associated with a person with a disability. If any applicant or employee has questions concerning the Employer's equal employment opportunity policy, he or she should contact the Employer.



## Policy Against Harassment

The Employer is committed to providing a work environment that is free of discrimination. The Employer will not tolerate harassment of or by employees towards anyone, including any supervisor, co-worker, or non-employee, including vendors and citizens.

Applicability. This policy applies to all people employed by the Employer, as well as volunteers working on behalf of the Employer, and prohibits such conduct by or towards all such employees/volunteers. Independent contractors, vendors and all other parties, engaged in a professional business relationship with the Employer are also expected to abide by the policy. In addition, no employee shall be required to withstand behavior from the public which violates this policy.

Purpose. This policy is designed to ensure all employees a work environment free of any type of discrimination based upon a protected status, including freedom from sexual harassment. The purpose of this policy is to inform employees that harassment based upon a protected status is prohibited, to educate employees about harassment based upon a protected status and to provide employees with a procedure to bring complaints to management's attention.

Provisions. All employees are expected to avoid any behavior or conduct of a harassing or discriminatory nature. The Employer prohibits any form of harassment or discrimination related to an employee's protected group status, including race, creed, color, national origin, ancestry, religion, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, familial status, genetic information, sex, gender identity or expression, disability (including perceived disability, physical, mental, and/or intellectual disabilities), atypical hereditary cellular or blood trait, or because of the liability for service in the Armed Forces of the United States, veteran status, citizenship status, or any other group status protected by law. Harassment includes, but is not limited to:

- A. Treating an individual less favorably based on a person's protected group status;
- B. Using derogatory or demeaning slurs to refer to a person's protected group status;
- C. Calling another by an unwanted nickname which refers to one or more protected group statuses, or telling ethnic jokes that harass an employee or create a hostile work environment;
- D. Using derogatory references regarding a protected group status in any job-related communication;
- E. Engaging in threatening, intimidating, or hostile acts, in the workplace, based on a protected group status; or
- F. Displaying or distributing material in the workplace that contains language or derogatory or demeaning images, based on any protected group status.

Any form of harassment or discrimination related to an employee's protected group status violates this policy. A hostile work environment can arise not only from conduct at the workplace, but can also arise from conduct occurring in a work-related context outside of the workplace (i.e. virtually or off-site) and

conduct occurring in a non-work related context (i.e., through private phones, computers, or social media accounts) when that conduct impacts the workplace.

This policy applies to all employment practices such as recruitment, selection, hiring, training, promotion, transfer, assignment, layoff, return from layoff, termination, compensation, fringe benefits, working conditions and career development.

Violations of this policy will result in appropriate disciplinary action up to and including termination of employment.

Sexual Harassment. The Employer prohibits sexual harassment of its employees in any form. Such conduct shall result in appropriate disciplinary action up to and including dismissal from employment.

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct, gestures or communications, expressed or implied, of a sexual nature when:

- (1) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; or
- (2) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, or
- (3) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment, or creating an intimidating hostile or offensive employment environment.

B. Prohibited Conduct: No supervisory employee shall threaten or insinuate either directly or indirectly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, evaluation, compensation, assignment, advancement, or any other condition of employment. Similarly, no supervisory employee shall promise or suggest either directly or indirectly, that an employee's submission to sexual advances will result in any improvement in any term or condition of employment for the employee.

Other sexually harassing conduct in the workplace, whether committed by supervisory or non-supervisory personnel is also prohibited. This includes, but shall not be limited to:

- (1) Sexual flirtations, advances, propositions, subtle pressure for sexual activity, flirtatious whistling, discussing sexual activities;
- (2) Verbal abuse of a sexual nature including sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, and foul or obscene language or gestures;
- (3) The display of sexually graphic pictures or pictures of an offensive nature, or objects in the workplace, including sexually suggestive written material such as letters, notes, facsimiles, text messages and e-mails;



(4) Any unwelcome sexually motivated touching, including, for example, patting, pinching, hugging, cornering, blocking or impeding movement and repeated brushing against another employee's body.

Sexual harassment also occurs when one person harasses another solely because of the victim's gender. This type of sexual harassment may involve unwelcome sexual demands or overtures, but it may also take the form of other harassing conduct not necessarily sexual in nature. For example, this would include gender stereotyping such as comments about the lesser abilities, capacities, or the "proper role" of females. It also includes subjecting a woman or a man to non-sexual harassment solely because of her or his gender. Sexual harassment is prohibited whether the harasser is male or female, and whether the harassment is opposite sex or same-sex harassment.

Complaint Procedure. Any employee who feels he or she has been subject to harassment should report the incident directly to the designated Affirmative Action Officer. The designated Affirmative Action Officer will ask the employee to complete a Harassment Complaint Form. Employees, however, are not required to complete the complaint form to initiate a harassment complaint under this policy.

Alternatively, any employee who feels he or she has been subject to harassment should report the incident directly to the Chief Administrative Officer. The Chief Administrative Officer will ask the employee to complete a Harassment Complaint Form. Employees, however, are not required to complete the complaint form to initiate a harassment complaint under this policy. The names and telephone numbers of the designated Affirmative Action Officer and Chief Administrative Officer are contained in the Contact Information attached to this policy.

Any individual uncomfortable reporting an incident to the designated Affirmative Action Officer and/or Chief Administrative Officer should feel free to go to any management representative which he or she feels most comfortable to relay the problem. When any management representative learns of a violation of this policy, the management representative shall assist the victim in reporting the alleged incident(s) of harassment.

All Employer employees should notify the alleged harasser that the behavior in question is thought to be offensive and unwelcome. However, failure to inform the alleged harasser that the behavior is unwelcome does not prevent the victim from filing a complaint pursuant to this policy. The harassment or discrimination does not have to occur on the Employer's property during regular work hours for an employee to file a complaint under this policy.

The Employer strongly encourages employees who witness conduct which they believe violates the Employer's Policy Against Harassment to report the violation pursuant to this complaint procedure. The Employer encourages the prompt reporting of complaints so that rapid response and appropriate action may be taken. Any complaint should be reported within sixty (60) days to be considered current. Nevertheless, due to the sensitive nature of these problems, all complaints will be investigated, regardless of when they are filed.



Investigation Procedure. The Employer shall conduct an investigation into the harassment complaint to determine the merits of the allegations. The designated Affirmative Action Officer and/or Chief Administrative Officer shall designate an objective investigator to determine the validity of any complaint. The objective investigator may include any third party deemed appropriate.

The investigation shall be completed in a reasonable time to resolve the issue and minimize the effects of such investigation on the parties involved. The investigation will, at a minimum, include an interview with the employee bringing the complaint and the accused.

If the Employer determines that the complaint has merit, the accused shall face appropriate disciplinary action based upon the severity of the complaint and any prior history of past charges against the individual. Disciplinary action may include a written warning, suspension, demotion, and/or termination of employment. Any disciplinary action shall be consistent with applicable collective bargaining agreements, regulations and applicable due process safeguards. Upon completion of the investigation, the entire file shall be maintained in a secure location with the Employer.

In the event that the Employer determines the complaint to be intentionally dishonest, appropriate disciplinary action may be taken against the employee who caused the complaint to be filed.

Privacy. To the extent possible, all persons involved in a harassment complaint will be given the utmost protection of privacy. Specifically, the Employer will strive, both during and after the investigation, to maintain confidentiality to the fullest extent possible, including confidentiality of the identities of all persons involved or alleged to be involved in the incident, revealing only those particulars of the matter to the extent necessary for a thorough investigation. Any employee who unnecessarily compromises the confidentiality of an investigation will be subject to appropriate discipline.

Responsibility of Supervisory Personnel. Supervisors are to monitor the work environment to ensure that all subordinates comply with this Policy Against Harassment. When a supervisor learns of a violation of this policy, the supervisor shall assist the victim in reporting the alleged incident(s) of harassment.

Alternatively, the supervisor shall report the matter to the designated Affirmative Action Officer and/or Chief Administrative Officer for resolution.

Retaliation Prohibited. The Employer encourages victims of harassment to bring their complaints to management by ensuring that no reprisals or retaliation will result from the good faith reporting of harassment. The filing of a complaint, in good faith, shall not, under any circumstances provide cause for discipline. Additionally, it is a violation of this policy for any personnel to retaliate against another because he or she filed a complaint or otherwise participated in the complaint procedure.

Any supervisor who receives a harassment complaint from any employee must bring it to the attention of the designated Affirmative Action Officer and/or Chief Administrative Officer for resolution. Supervisors shall closely monitor the work environment for any forms of retaliation once an allegation

has been made. This will include but not be limited to verbal remarks, irregular assignments or any other activity that may contribute to a hostile work environment.

Legal Effect. This Policy Against Harassment is to be construed as a unilateral expression of the policy of the Employer concerning harassment in the workplace. It is not intended to create any contractual rights or duties and any such intention or effect is hereby disclaimed. This policy may be amended, supplemented, modified and/or revised at any time. Any employee with questions regarding the Employer's Policy Against Harassment should contact the designated Affirmative Action Officer and/or Chief Administrative Officer.

Training. The Employer recognizes the need to reinforce its policies with effective training. Training is to be provided to all supervisory and non-supervisory employees. Ultimately, the goal of effective training is to build a culture in which all employees feel safe. Training may be conducted in person or through electronic means. To the extent economically and operationally feasible, training should be conducted live whenever possible. Training should empower participants to intervene appropriately when they witness harassment or discrimination. This means not only training participants on the requirements of the policy prohibiting harassment and discrimination, but also training participants on tools for response and lodging complaints. Training should emphasize the negative impact of harassment and discrimination on employees, workplace productivity, workplace culture, and encouraging those employees who either experience harassment/discrimination or witness it to report it.

Monitor for Compliance. The Employer acknowledges the importance of ensuring that employers' policies and procedures are actually working as intended to prevent sexual harassment and other forms of discrimination from occurring in the workplace. It is the expectation of the Employer that all supervisors shall enforce anti-harassment policies and that setting the proper example is part of their job description and part of the evaluation of their job performance. The Employer will engage in proactive efforts to monitor and ensure compliance with its policies within their workplaces.



### **ACKNOWLEDGEMENT OF RECEIPT**

I acknowledge that I have received a copy of the Fort Lee Housing Authority's Personnel Policy. I understand that it is my responsibility to read and become familiar with the policies, procedures and expectations contained in the document.

I understand that the policies described do not create a contract of employment and that the Fort Lee Housing Authority reserves the right to amend, modify, or discontinue any policy or benefit described, with or without prior notice.

I acknowledge that my employment with the Fort Lee Housing Authority is at-will, meaning that either I or the organization may terminate the employment relationship at any time with or without cause or notice, unless otherwise provided by law.

By signing below, I confirm that I have received the Personnel Policy and agree to comply with the policies and procedures set forth therein.

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

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

Date: \_\_\_\_\_