Title: Sexual Misconduct Policy

I. Purpose and Scope

A. To express the Town of Orange Park’s commitment to preventing and maintaining a working environment for employees, volunteers and citizens that is free from any form of sexual misconduct.

II. References

A. Florida Statute 794.027 – Duty to report sexual battery; penalties
B. Florida Statute 753.05 – Referrals involving child sexual abuse
C. Florida Statute Chapter 39, Part II – Reporting Child Abuse

III. Definitions

A. Sexual Misconduct – any actual or attempted criminal sexual assault, sexual abuse, sexual exploitation, indecent or sexual solicitation, or public indecency, as defined by state and local laws.

IV. Applicability

A. This policy and procedure applies to all employees of the Town of Orange Park.

V. Directives

A. The Town of Orange Park will not tolerate any behavior by its employees (and volunteers) which constitutes sexual misconduct. “Sexual Misconduct” means any actual or attempted criminal sexual assault, sexual abuse, sexual exploitation, indecent or sexual solicitation, or public indecency, as defined by state and local laws. Sexual Misconduct toward a Town employee shall also not be tolerated.

1. Sexual Misconduct can occur during interactions and/or relationships between individuals of the same gender or different gender, and between adults and minors.

2. “Sexual Misconduct” does not include “Sexual Harassment”. If you believe you have experienced sexual harassment, you must report that issue in accordance with the Town’s Policy Prohibition of Discrimination, Harassment and Retaliation.

B. Retaliation

1. No management personnel, supervisor or other employee shall place an employee at a disadvantage or retaliate against an employee for having reported a complaint of sexual misconduct under this policy and procedure. Any retaliation will result in corrective action up to and including termination of employment.
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C. Corrective Action

1. Any employee who is determined to have engaged in sexual misconduct in violation of this policy and procedure will be subject to corrective action, up to and including termination of employment.

2. Knowingly making or giving false accusations regarding sexual misconduct will not be tolerated, and any person knowingly making a false accusation will be subject to corrective action, up to and including termination of employment.

VII. Reservation of Authority

A. The authority to issue or revise this policy is reserved to the Town Council of Orange Park.

B. All levels of management have the responsibility to see that the policy is enforced within their organization.

[Signature]
Mayor of the Town of Orange Park
Acknowledgement

1. Employees shall be advised of the contents of this policy and are required to acknowledge receipt by signing below.

2. This acknowledgement shall be placed in the personnel record.

Acknowledgement Signature:

Employee Signature: ________________________________ Date: ________

Employee Printed Name: ________________________________