

Town of Natick

Sexual Harassment Policy

1 Introduction:

- 1.1** It is the goal of the Town of Natick to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other, settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by the Town of Natick. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be condoned, and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.
- 1.2** Because the Town of Natick takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate up to and inclusive of discharge.
- 1.3** Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

2 Definition of Sexual Harassment:

- 2.1** In Massachusetts, the legal definition for sexual harassment is this: "sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:
- 2.1.1** Submission to or rejection of such advances, requests or conduct is

made-either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,

2.1.2 Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile humiliating or sexually offensive work environment.

2.2 Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

2.3 The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

2.4 While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

2.4.1 Unwelcome sexual advances- whether they involve physical touching or not;

2.4.2 Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;

2.4.3 Displaying sexually suggestive objects, pictures, cartoons;

2.4.4 Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;

2.4.5 Inquiries into one's sexual experiences; and,

2.4.6 Discussion of one's sexual activities.

2.5 All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation

against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

3 Complaints of Sexual Harassment:

3.1 If any of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally.

3.2 If you would like to file a complaint, you may do so by contacting your Department Head, the Human Resources Coordinator (x 6469), the Director of Human Resources (x 6471), and/or the Town Administrator (x 6403). These individuals are available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process. All complaints of sexual harassment to Department Heads **MUST** be forwarded to the Director of Human Resources and/or Town Administrator for investigation.

4 Sexual Harassment Investigation:

4.1 When a complaint is received, we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of our investigation.

4.2 If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate, we will also impose disciplinary action.

5 Disciplinary Action:

5.1 If it is determined that inappropriate conduct has been committed by one of our employees, we will take such actions as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

6 State and Federal Remedies:

6.1 In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either, or both of the government agencies set forth below. Each of these agencies has a short period for filing a claim-300 days.

6.1.1 The United States Equal Employment Opportunity Commission **6.1.1.1**

The phone number is 1-800-669-4000

6.1.1.2 The address is:
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203

6.1.2 The Massachusetts Commission Against Discrimination **6.1.2.1** The
phone number is 617-994-6000

6.1.2.2 The address is:
1 Ashburton Place, Suite 601
Boston, MA 02108

7 Roles and Responsibilities:

7.1 All Natick Municipal employees are responsible for understanding and adhering to this policy.

7.2 Managers are responsible for ensuring that all employees are advised of and understand the terms of this policy and for ensuring employees' compliance with this policy.

8 Questions:

8.1 If you have any questions regarding this policy, please contact the Director of Human Resources at 508-647-6471.

8.2 For more information, please visit the Town of Natick's Human Resources website <http://natickma.gov/250/Human-Resources>

THE TOWN RESERVES THE RIGHT TO AMEND ANY OR ALL PARTS OF THIS POLICY AT ANY TIME.
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Policy approved by Personnel Board and Town Administrator

Policy Effective Date: September 29, 2016