

POLICY AGAINST HARASSMENT

The Town of Swampscott is committed to maintain a work environment free of harassment based on creed, status as a veteran, ancestry, marital status, pregnancy, race, color, religion, sex, national origin, age, disability/handicap, or sexual orientation, and it expects all employees, volunteers and officials to conduct themselves in a professional manner with concern and respect for their fellow employees, volunteers, officials and the people with whom it does business, and its visitors.

When acting in the course of their employment, employees/volunteers/officials of the Town are not to engage in activity (ies) that could be deemed as harassment and/or sexual harassment.

Any harassment based on creed, status as a veteran, ancestry, marital status, pregnancy, race, color, religion, sex, national origin, age, disability/handicap, or sexual orientation is unlawful and will not be tolerated. Such harassment includes unsolicited remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory to either gender or to individuals based on creed, status as a veteran, ancestry, marital status, pregnancy, race, color, religion, sex, national origin, age, disability/handicap, or sexual orientation.

In addition, sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made a term or condition either explicitly or implicitly to obtain or maintain employment; or
- b. submission to or rejection of such conduct is used as a factor in decisions affecting such individual's employment; or
- c. such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment.

Sexual harassment may include explicit propositions, sexual innuendo, suggestive comments, sexually oriented kidding or teasing, sexually oriented jokes, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another employee's body.

Any violations of this policy should be brought to the attention of Bonnie Lavoie, whose work address is Administration Building, 22 Monument Avenue, Swampscott, MA 01907, and whose telephone number is 781-596-8810 ext. 1262, as soon as possible, so that an immediate investigation may be conducted, and appropriate action taken. If the investigation confirms that harassment has occurred, immediate and appropriate corrective action will be taken. This action may include required additional training and such discipline as oral or written warnings or suspension. That action may also include termination of employment. It is recognized that any discipline must be taken in accordance with applicable labor contracts and may be grieved under the provisions of

the applicable contract grievance procedure. The intention of the Town is to eliminate the occurrence of harassment and/or sexual harassment and not to penalize individuals.

Employees, volunteers, or officials who seek resolution of employment situations by using these procedures are assured that they will not be subject to discrimination or reprisal or be penalized in any way for the use of these procedures. It is unlawful to retaliate against an employee, volunteer or official for filing a complaint of harassment and/or sexual harassment or for cooperating in an investigation of a complaint for harassment and/or sexual harassment. Any employee, volunteer or official who retaliates against any person for bringing a complaint under this policy, for filing a complaint with any court or agency, or for cooperating in an investigation of such a complaint will be subject to disciplinary action up to and including termination.

For your convenience, the federal and state employment discrimination agencies in this area are as follows:

Federal:	Equal Employment Opportunity Commission One Congress Street, 10 th floor Boston, Massachusetts 02114 617-565-3200 or 1-800-669-4000 617-565-3204(TTY) Fax: 617-565-3196
Massachusetts:	Massachusetts Commission Against Discrimination One Ashburton Place, Room 601 Boston, Massachusetts 02108 617-994-6000 617-994-6196(TTY) Fax: 617-994-6024 www.state.ma.us/mcad

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