

Sexual and Other Unlawful Harassment

Policy

SMEC does not discriminate on the basis of race, color religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information, military service, or any other characteristic protected by law. SMEC is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including but not limited to sexual harassment.

Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

SMEC provides sexual harassment training to ensure all staff the opportunity to work in an environment free of sexual and other unlawful harassment.

Harassment in the workplace is unlawful, and it is unlawful to retaliate against an employee for filing a complaint of harassment or for cooperating in an investigation of a complaint of harassment.

Please note that while this policy sets forth our goals of promoting a workplace that is free from sexual or other types of harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct that we deem unacceptable regardless of whether that conduct satisfies the definition of harassment.

Employee Obligation

It is the obligation of each person to report any conduct which violates the standards of the Collaborative; whether or not the person is the victim, whether the perpetrator is a supervisor, staff member or business invitee, and regardless of the gender of the perpetrator.

Definition of Sexual Harassment

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

Continued on next page

Sexual and Other Unlawful Harassment, Continued

Examples

The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Explicitly or implicitly offering employment benefits or making employment decisions in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that is abusive or includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal or written commentaries about an individual's body, sex life or sexual conduct, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Unnecessary physical conduct that includes touching, assaulting, or impeding or blocking movements.
- Unwelcome sexual advances (either verbal or physical).
- Requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Reporting Harassment

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Human Resources Manager or any other member of management.

You can raise concerns and make reports of harassment without fear of reprisal or retaliation. The initiation of a complaint will have no effect on the employee's employment, compensation or work assignment and all investigations will be conducted in as confidential a manner as possible.

Continued on next page

Sexual and Other Unlawful Harassment, Continued

Reporting Harassment, continued

All allegations of sexual harassment will be quickly and discreetly investigated. The Collaborative is obligated to investigate each and every report of harassment and will do its best to maintain your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure for as much and as long as possible.

When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Manager/Executive Director so it can be investigated in a timely and confidential manner.

Title IX

Consistent with Title IX of the Education Amendments of 1972, SMEC does not discriminate against students or staff based on sex in any of its programs or activities, including but not limited to educational programs or employment. Sexual harassment, including sexual violence, is a kind of sex discrimination and is prohibited by Title IX and by SMEC.

Harassment Officers / Title IX Coordinator

Complaints may also be made directly to the Collaborative harassment officer/ Title IX Coordinator:

Audrey Rodrigues, Human Resources Manager
25 Russells Mills Road, Dartmouth, MA 02748
Email: arodrigues@smecollaborative.org
Phone: (508) 991-5477 x102

State of MA Complaint Process

In addition to the above, complaints may also be filed with the Massachusetts Commission Against Discrimination (MCAD), Boston Office, One Ashburton Place, Room 601, Boston, MA 02108.

Effective Date

Effective Date: 3/22/2010
Revision Date: 1/30/2018, 9/30/20