

ANTI-HARASSMENT POLICY

Policy

The Town of Milton prohibits discrimination based upon an individual's Protected Status under the law. Protected Status under the law includes an individual's race, national origin, ancestry, ethnicity, sex, age, religion or religious creed, handicap, disability, sexual orientation, marital status, genetic information, veteran status, military status, National Guard or reserve unit obligations, or any other classification protected by law. Harassment of employees based upon Protected Status occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is prohibited by this policy, is a form of unlawful discrimination, and will not be tolerated by the Town of Milton.

Further, any retaliation against an individual who has complained about harassment prohibited by this policy or the law, and/or retaliation against an individual for cooperating with an investigation of such a harassment complaint is similarly unlawful and will not be tolerated by the Town of Milton. To achieve our goal of providing a workplace free from such harassment, the conduct described in this policy and our Sexual Harassment Policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because the Town of Milton takes allegations of harassment prohibited by this policy seriously, we will respond promptly to complaints of such harassment, and where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy and our Sexual Harassment policy set forth our goal of promoting a workplace that is free of harassment based upon a person's Protected Status, neither policy is 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 harassment covered by this policy.

Harassment Based Upon Protected Status, Other Than Sexual Harassment

The definition of harassment prohibited by this policy is broad. It may include any conduct that denigrates or shows hostility or aversion toward an individual because of his or her Protected Status, or that of his or her relatives, friends, or associates, and that

(1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassment prohibited by this policy may take many forms and includes a variety of unacceptable conduct. For instance, harassment may include verbal comments, such as suggestive, insulting or derogatory comments, epithets, innuendoes, sounds, jokes, threats, teasing or slurs; it may include conduct of a physical nature, such as assault, impeding or

blocking movement, or any unwanted physical contact or interference with normal work or movement, including touching, pinching, brushing the body, sexual contact or assault; it may include nonverbal conduct such as suggestive, insulting or derogatory writing, emails, letters, posters, cartoons, suggestive objects, pictures, or drawings; it may also include such actions as leering, whistling, or obscene gestures.

All employees should take special note that, as stated above, retaliation against an individual who has complained about the harassment prohibited by this policy, and retaliation against individuals for cooperating with an investigation of such a complaint, is unlawful and will not be tolerated by the Town of Milton.

Complaints of Harassment

If any employee believes he or she has been subjected to harassment prohibited by this policy, the employee has the right to file a complaint with The Town of Milton. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting Town Administrator Nicholas Milano (ext. 4845), or any department head (list attached). These people are also available to discuss any concerns you may have and to provide information to you about this policy and our complaint process.

Harassment Investigation

When we receive a complaint, 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 the harassment prohibited by this policy. 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 that investigation.

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.

Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action 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.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to unlawful harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC 300 days; MCAD – 300 days).

The United States Equal Employment Opportunity Commission ("EEOC")

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800) 669-4000
(617) 565-3200

The Massachusetts Commission Against Discrimination ("MCAD")

Boston Office:
One Ashburton Place – Rm 601
Boston, MA 02108
(617) 994-6000

Worcester Office:
Worcester City Hall
455 Main Street, Room 100
Worcester, MA 01608
(508) 799-8010

Springfield Office:
424 Dwight Street – Room 220
Springfield, MA 01103
(413) 739-2145

New Bedford Office:
800 Purchase St., Rm 501
New Bedford, MA 02740
(508) 990-2390

DEPARTMENT	DEPARTMENT HEAD NAME	TELEPHONE
Assessors	Charles O'Shea	898-4862
Building/Plumbing/Gas	Joseph Atchue	898-4926
Cemetery	Lisa Ahern	898-4888
Accounting	Amy Dexter	898-4880
Clerk	Susan M. Galvin	898-4857
Council on Aging	Christine Stanton	898-4892
Fire	Christopher Madden	898-4904
Health	Caroline Kinsella	898-4885
IT	Robert Mallett	898-4817
Library	William Adamczyk	898-4949
Park	Kevin Chrisom/ Paul Dimanno	898-4941
Personnel	Carla Fede	898-4848
Police	John King	898-4816
Public Works		898-4971
Retirement	Jeanne Darcy	898-4887
Selectmen	Nicholas Milano	898-4845
Treasurer/Collector	Johanna McCarthy	898-4850