



Town of Sherborn  
19 Washington Street, Sherborn, MA 01770

## Sexual Harassment Policy

Sexual Harassment in the workplace is unlawful, and it is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of such a complaint. The Board of Selectmen subscribes to the following guidelines concerning sexual harassment and has adopted them as Town Policy. In particular, an atmosphere of tension created by discriminatory remarks or discriminatory animosity does not belong in our workplace and will not be tolerated.

For purposes of this policy, sexual harassment is defined as any type of sexually-oriented conduct whether intentional or not, that is unwelcome and has the purpose or effect of creating a work environment that is hostile, offensive or coercive to a reasonable woman or a man, as the case may be. The following are examples of conduct that, depending upon the circumstances, may constitute sexual harassment (a) unwelcome and unwanted sexual jokes, language, epithets, advances or propositions; (b) written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual; (c) the display of sexually suggestive objects, pictures, posters or cartoons; (d) unwelcome and unwanted comments about an individual's body, sexual prowess or sexual deficiencies; (e) asking questions about sexual conduct; (f) unwelcome touching, leering, whistling, brushing against the body, or suggestive, insulting or obscene comments, or gestures and (g) demanding sexual favors in exchange for favorable reviews, assignments, promotions or continued employment or promises of the same.

If you believe you have been the subject of sexual harassment or subjected to hostile, offensive or coercive work environment, or if you are not sure whether certain behavior is sexual harassment or whether it is actionable under this policy, you are strongly encouraged immediately to notify your supervisor, the Personnel Board or the Town Administrator, whose work address and telephone number is listed below, so that the Town may have the opportunity to investigate and deal promptly with your complaint. An investigation of all complaints will be undertaken immediately, and all information will be handled with the highest degree of confidentiality possible under the circumstances and with the due regard for the rights and wishes of all parties. Employees may contact:

Massachusetts Commission against Discrimination  
One Ashburton Place, 6<sup>th</sup> Floor  
Boston, MA 02108

Equal Employment Opportunity Commission  
One Congress Street, 10<sup>th</sup> Floor  
Boston, MA 02114

Personnel Board  
Town of Sherborn  
19 Washington Street  
Sherborn, MA 01770

Dennis F. Luttrell, Town Administrator  
Town of Sherborn  
19 Washington Street  
Sherborn, MA 01770  
508-651-7850

Any employee of the Town who is found by the Town after an investigation to have harassed another in the workplace will be subject to appropriate discipline up to and including termination, depending upon the circumstances of the situation.

Adopted:

Board of Selectmen  
July 8, 1997