



TOWN OF WRENTHAM POLICIES ON EQUAL EMPLOYMENT OPPORTUNITY, NON-DISCRIMINATION AND NO HARASSMENT

Equal Opportunity Employer

The Town's policy is to provide equal employment opportunities for all employees and applicants for entry level and promotional positions, and provides equal treatment in all aspects of personnel administration without regard to race, color, religion, age, gender, sexual orientation, gender identity, gender expression, disability, pregnancy or condition related to the pregnancy, national origin, ancestry, protected genetic information, veteran status, military service or other characteristics identified as being protected by applicable Federal or State laws. This policy applies in all aspects of personnel administration and to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Town will ensure that rights of honorably discharged veterans/disabled veterans of the armed forces of the United States are observed in hiring, promotion, or lay-off, consistent with Federal and State law.

The Town will not request or require, and asks that an employee does not provide, genetic information (as defined under the federal Genetic Information Nondiscrimination Act) including family medical history, the results of the employee's or their family member's genetic tests, the fact that the employee or family member sought or received genetic services, or genetic information of a fetus carried by the employee or family member or an embryo lawfully held by the employee or family member receiving assistive reproductive services.

The Town expects all employees to do their part in maintaining work and service environments that are free from discrimination. If an employee has concerns or questions about the application of the Town's equal employment opportunity policy, or about discrimination, harassment or retaliation in the workplace, please contact the Town Administrator or the Director of Human Resources, The Town will promptly investigate, and will treat the matter as confidential to the extent practicable to permit investigation and resolution. When the Town determines that inappropriate conduct has occurred, it will act promptly to eliminate the conduct and impose corrective action as it deems necessary, including disciplinary action up to and including termination of employment.

Employees may raise good faith questions or concerns, and make reports or complaints, without fear of retribution or retaliation.

Employment Of Individuals With Disabilities

The Town recognizes its responsibility under the Americans with Disabilities Act (ADA) and similar state law to ensure effective communications about reasonable accommodations for qualified individuals with disabilities, in accordance with the applicable provisions of the Americans with Disabilities Act and similar state laws, unless doing so would result in an undue hardship.

An employee may request reasonable accommodations through the Town Administrator or the Director of Human Resources. The Town will work with the employee in an effort to determine whether he or she is disabled for purposes of applicable laws and identify limitations resulting from the disability and potential accommodations. The Town may consider various factors and may require additional information, including from you and your medical provider, to determine the necessity, effectiveness and feasibility of potential accommodations. The Town may decide to provide the requested accommodation or an accommodation other than requested, or may decide that accommodation is not appropriate under the circumstances

Expectant And New Mothers In The Workplace

The Town seeks to comply with the Massachusetts Pregnant Workers Fairness Act, and will not discriminate against employees or job applicants on the basis of pregnancy and pregnancy-related conditions. Upon request for an accommodation, the Town will engage in a timely, good faith and interactive process with expectant and new mothers in the workplace to determine effective, reasonable accommodations to enable the employee to perform the essential functions of her job, or to accommodate conditions related to pregnancy (including post-pregnancy conditions such as the need to express breast milk for a nursing child). The Town will not impose an unnecessary accommodation that the employee does not want (even if it may seem to be in the employee's better interests) or require an unwanted leave of absence if a reasonable accommodation is available. In some circumstances, the Town may ask for documentation of the need for a requested accommodation, and may deny a requested accommodation if it would impose an "undue hardship." The Town will not refuse to hire a person or take adverse action against an employee because of pregnancy.

Religious Accommodation

The Town respects the religious diversity of our employees, and will make reasonable accommodations for religious beliefs. An employee may request an accommodation when his or her religious beliefs cause a conflict with the Town's attire and grooming policy, schedule, basic job duties, or other aspects of employment. The Town may consider various factors and may require additional information, to determine the necessity, effectiveness and feasibility of potential accommodations. The Town may decide to provide the requested accommodation or an accommodation other than requested, or may decide that accommodation is not appropriate under the circumstances.

Policy Against Discrimination, Harassment or Retaliation In The Workplace

The Town is committed to maintaining a working environment that is free from discrimination and harassment. It is Town policy to prohibit discrimination or harassment of an employee or by an

employee (whether involving another employee, manager or third party such as residents, visitors, other government personnel, contractors, and vendors) because of race, color, religion, age, gender, sexual orientation, gender identity, gender expression, disability, pregnancy or condition related to the pregnancy, national origin, ancestry, protected genetic information, veteran status, military service or other characteristics identified as being protected by applicable federal or state laws. Further, retaliation against an individual who has complained in good faith about discrimination or harassment, or has cooperated with an investigation of a discrimination or harassment complaint, will not be tolerated.

For purposes of this policy, harassment generally refers to conduct that has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or offensive work environment; and retaliation includes direct or indirect action or inaction that may deter a reasonable employee from complaining or participating in an investigation into discrimination, harassment or other potential policy violation.

This policy covers full-time, part-time, temporary, and seasonal employees and elected officials, volunteers, interns, applicants, and third parties doing business or having contact with the Town. This policy applies to all work settings and activities, whether inside or outside the workplace, and includes business trips and Town-sponsored events. Town property (such as telephones, copy machines, facsimile machines, computers, e-mail and Internet access) may not be used to engage in conduct that violates this policy.

To achieve the Town's goal of a workplace free from discrimination, harassment, and retaliation, we have provided a procedure by which conduct prohibited by this policy will be dealt if encountered by employees. The Town takes complaints and allegations seriously, and will respond promptly to complaints of discrimination, harassment, and retaliation. Where the Town determines that inappropriate conduct has occurred, it will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Note that while this policy sets forth the Town's goals of promoting a workplace that is free of discrimination, harassment, and retaliation, the policy is not designed or intended to limit the Town's authority to discipline or take remedial action for conduct which the Town deems unacceptable, regardless of whether that conduct satisfies the legal definition of discrimination, sexual or other harassment, or retaliation.

Sexual Harassment

The Town's policy against sexual harassment warrants separate discussion. It is the goal of the Town of Wrentham to promote a workplace that is free of sexual harassment. In Massachusetts, the legal definition for sexual harassment means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) submission to or rejection of advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- (b) 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.

Under this definition, 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. Further:

- A man as well as a woman may be the target of sexual harassment, and a woman as well as a man may be the harasser.
- The harasser does not have to be the target's supervisor. He or she may be an agent of the supervisor, a supervisory employee who does not supervise the victim, a non-supervisory employee (coworker), or, in some circumstances, even a non-employee.
- The target does not have to be the opposite sex from the harasser.
- The target does not have to be the person at whom the unwelcome sexual conduct is directed. He or she may also be someone who is affected by such conduct when it is directed toward another person. For example, under objectively reasonable circumstances, the sexual harassment of one employee may create an intimidating, hostile, or offensive working environment for a coworker, or interfere with the coworker's work performance.
- Sexual harassment does not depend on the target having suffered an actual economic injury as a result of the harasser's conduct. For example, improper sexual advances, which do not result in the loss of a promotion by the target may under objectively reasonable circumstances, constitute sexual harassment where they interfere with the target's work or create a harmful or offensive work environment.

The 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 also may constitute sexual harassment.

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:

- Unwelcome sexual advances - whether or not they involve physical touching;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, or comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, the Town will not tolerate retaliation against an individual who has complained about sexual harassment, or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint.

Complaints of Discrimination, Harassment, or Retaliation

If any of Town employee believes that *he* or she has been subjected to discrimination, sexual or other harassment, or retaliation, or if a non-employee believes that he or she has been subjected to conduct of this nature by a Town employee, the individual has the right to file a complaint with the Town.

A complaint may be made orally or in writing by contacting:

The Town Administrator at 79 South Street, Wrentham, MA 02093, Tel: (508) 384-5400
The Director of Human Resources at 79 South Street, Wrentham, MA 02093, Tel: (508) 384-5448

These designated persons are available to discuss any concerns an individual may have and to provide information about the Town's policy against discrimination, harassment, or retaliation, and the complaint process.

Investigations

When the Town receives a complaint, it will take appropriate corrective action in a fair and expeditious manner. Any investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Typically, an investigation would include private interviews with the person filing the complaint, with witnesses (as appropriate), and with the person alleged to have committed the offending conduct.

When the Town has completed its investigation, it 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 the Town determines that inappropriate conduct has occurred, it will act promptly to eliminate the offending conduct, and as it determines appropriate, will also impose disciplinary action.

Disciplinary Action

If the Town determines that inappropriate conduct has been committed by *one* of our employees, the Town will take action as it deems appropriate under the circumstances. This may range from counseling to termination from employment, and may include such other forms of disciplinary or corrective action.

State and Federal Remedies

The Town strongly encourages employees to bring any concerns about possible discrimination, harassment, or retaliation to its attention, so that it can promptly look into the matter and take corrective action through internal processes. In addition, if an employee believes he or she has been subjected to discrimination, harassment, or retaliation, one or both of the government agencies listed below may have jurisdiction over the matter. Using the Town's internal complaint process does not prohibit an employee from filing a complaint with these agencies. The deadline for filing a claim generally is 180 or 300 days from the alleged unlawful employment practice, depending on the

applicable law.

The United States Equal Employment Opportunity Commission ("EEOC")
John F. Kennedy Federal Building
Government Center Room 475
Boston, MA 02203-0506
1-800-669-4000 or 1-800-669-6820 (TTY)

The Massachusetts Commission Against Discrimination ("MCAD")

Boston Office:	Springfield Office:	Worcester Office:	New Bedford Office:
One Ashburton Place	436 Dwight Street	484 Main Street	128 Union St.
Room 601	Room 220	Suite 320	Suite 206
Boston, MA 02108	Springfield, MA 01103	Worcester, MA 01608	New Bedford, MA 02740
(617) 994-6000	(413) 739-2145	(508) 453-9630	(774) 510-5801

Immigration Laws And Work Authorization

The United States immigration laws require that individuals complete an employment verification procedure before they are permitted to work. The Town is committed to employing only United States citizens and non-citizens who are authorized to work in the United States, and will not unlawfully discriminate on the basis of citizenship or national origin. Each employee, as a condition of employment, must complete the Employment Eligibility Verification Form 1-9 and present documentation establishing identity and employment eligibility before beginning employment. Any individual who has not completed the Form 1-9 or has not provided the appropriate verification will not be permitted to work until the process is completed.

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Town of Wrentham
Anti-Harassment and Discrimination Prevention Training

Thank you for attending the Town's training on Anti-Harassment and Discrimination Prevention. The Town strives for excellence in customer service and in providing a safe and healthy work environment. We believe that we have a staff that works well together and that we all have a part in maintaining work and service environments that are free from discrimination, harassment including sexual harassment, and retaliation.

By my signature below, I acknowledge that I attended Town of Wrentham's training covering its policies on Equal Employment Opportunity, Anti-Harassment and Discrimination Prevention.

I have received a copy of the Town's policies on Equal Employment Opportunity, Anti-Harassment and Discrimination Prevention, and I understand that it is my responsibility to read and understand it, and comply with the principles for preventing workplace discrimination, harassment, and retaliation.

I also understand that I may raise good faith questions or concerns, and make reports or complaints, without fear of retribution or retaliation, and that I should consult with my supervisor or the Human Resources Director if I am unclear about or would like to discuss anything in the Equal Employment Opportunity, Anti-Harassment and Discrimination Prevention policies.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____