1. **Introduction**

It is the goal of the Norton Housing Authority to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by the Norton Housing Authority. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because Norton Housing Authority takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not 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 sexual harassment.

1. **Definition of Sexual Harassment**

In Massachusetts, the legal definition for sexual harassment is the following:

Sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such advance, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; OR
2. Such advances, request 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 these definitions, 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.

The legal 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 unwelcomed and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also 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 constituent sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

* unwelcome sexual advances (whether they involve physical touching or not);
* Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comment on an individual’s body, comment about an individual’s sexual activity, deficiencies or prowess;
* displaying or distributing sexually suggestive objects, pictures, cartoons;
* unwelcoming leering, whistling, brushing against the body, pinching, patting, sexual gestures, suggestive or insulting comments;
* inquiries into one’s sexual experiences; and
* discussion of one’s sexual activities.

All employees should take special not that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the Norton Housing Authority.

1. **Complaints of Sexual Harassment**

If any of our employees believes that he or she has been subject to sexual harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting the Executive Director, 120 W. Main St., Norton, MA 02766 – 508-285-3929 or the appropriate individual to whom complaints should be addressed. Such individuals may include the executive director, another supervisor, or in the event that the executive director is the alleged harasser, a member of the five member board of directors. These members are listed on the community bulletin board in the community room, and on our website ([www.nortonhousing.org](http://www.nortonhousing.org)) and they are available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

1. **Sexual Harassment Investigation**

When we receive the 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 sexual harassment. All employees are required to cooperate in any investigation regarding sexual harassment. 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.

1. **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.

1. **State and Federal Remedies**

In addition to the above, if you believe you have been subject to sexual 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.

1. The United States Equal Opportunity Commission (“EEOC”)

1 congress Street, 10th Floor

Boston, MA 02114

617-565-3200

1. The Massachusetts Commission Against Discrimination (“MCAD”)

Boston Office: Springfield Office:

One Ashburton Place, room 601 436 Dwight Street, room 220

Boston, MA 02108 Springfield, MA 01103

617-727-3990 413-739-2145

This policy was approved by the Board of Commissioners for the Norton Housing Authority on March 18, 1997 and re-approved on **October 13, 2015**.

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James Dinsel, Chairman