



## The Alpha Group's Sexual Harassment Policy

It is the policy of The Alpha Group to value people as individuals and to treat them with respect and dignity. The Alpha Group will not discriminate in hiring or terms and conditions of employment on the basis of race, color, gender, age, national origin, religion, ancestry, disability of qualified individuals or sexual orientation.

***Please read this policy carefully and contact the Human Resources Manager at The Alpha Group immediately if you believe you have been harassed.***

### Introduction

It is the goal of The Alpha Group 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 this organization. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against an individual 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 The Alpha Group 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.

### Definition of Sexual Harassment

"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 such advances, request or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- b. such 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 sexual 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 unwelcome and has the effect of creating a workplace 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 constitute sexual harassment depending on the totality of the circumstances including the severity of the conduct and its pervasiveness:



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- 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 sexually suggestive objects, pictures, cartoons;
- unwelcome leering, whistling, brushing against the body, sexual gestures, 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, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint are unlawful and will not be tolerated by this organization.

### **Complaints of Sexual Harassment**

If any of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with The Alpha Group. This may be done in writing or orally. To file a complaint, employees may contact the Human Resources Director at The Alpha Group, 61 East Main St, Norton, MA 02766. Telephone: (508) 285-8500

### **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. The investigation will include a private interview with the person filing the complaint and any witnesses. We will also interview the person alleged to have committed sexual harassment. At the conclusion of the 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 the investigation. If it is determined that inappropriate conduct has occurred, The Alpha Group 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**

The Alpha Group would like to learn about and respond to every allegation of harassment. We request that you approach The Human Resources Director at The Alpha Group (61 East Main Street, Norton, MA 02766, (508) 285-8500) if you believe you have been harassed. It is your legal right to file a normal complaint with the agencies responsible for enforcing the laws against discrimination. They are listed below.

United States Equal Employment Opportunity Commission  
(EEOC)  
One Congress Street, 10<sup>th</sup> Floor  
Boston, MA 02114 (617) 565-3200

Massachusetts Commission Against Discrimination  
(MCAD)  
One Ashburton Place, Room 601  
Boston, MA 02018 (617) 727-3990