

702. Anti-Harassment Policy, Including Sexual Harassment

The Northern Middlesex YMCA believes that every employee has a right to feel safe and comfortable while doing his or her job and to advance in the Y according to his or her talents and abilities. The Y is committed to maintaining a workplace that is free of harassment or intimidation based on a person's race, color, religion, creed, age, sex, sexual orientation, gender identity or expression, marital status (including civil unions), national origin, ancestry, membership in the Armed Forces, genetic information, pregnancy, disability, or any other characteristic protected by law. The Y prohibits harassment of one employee by another employee, a supervisor, or a third party and also prohibits harassment of any third party, such as members or vendors, by any employee. Any violation of this policy will result in disciplinary action, up to and including termination of employment. Harassment can take many forms, subtle or not so subtle. The following are some but not all of the behaviors prohibited under this policy:

- Unwanted sexual advances, propositions, or other sexual comments, jokes, noises, or gestures
- Discriminatory comments, slurs, slang words, threats, or insults directed toward a particular individual or group
- Displaying or possessing in the workplace any pictures, calendars, objects, reading material, or other materials that are threatening, demeaning, insulting, hostile, sexually suggestive, or pornographic
- Any retaliation against an employee for making a harassment complaint or participating in an investigation, such as making adverse employment decisions, interfering with an employee's work performance, covering up harassing behavior, or pressuring an employee to cover up such behavior

For purposes of this policy, sexual harassment means any unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual, or
- Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

The above is not meant to be an all-inclusive list of behaviors prohibited under this policy but rather examples of the types of behavior that are not acceptable in the workplace or anywhere else when engaged on Y business. Any employee who believes that he or she has been the victim of harassment should immediately discuss his or her concerns with a manager. Prompt reporting allows early intervention, which is most effective in resolving situations satisfactorily.

All reported complaints of harassment will be investigated promptly, thoroughly, and objectively. The Y will take steps it deems appropriate to prevent the alleged misconduct from continuing pending the completion of the investigation. The investigation process, written records, and the identity of the complaining employee will be handled in as private and confidential a manner as possible. Information will be shared only as needed to conduct a thorough investigation.

If a thorough and impartial investigation determines that harassment or other misconduct has occurred, the Y will take immediate action, up to and including termination of employment. If the investigation determines that the complaint is false and malicious, disciplinary action will be taken against the fabricating complaining employee. However, a complaint made in good faith, even if not substantiated by investigation, will not be treated as a fabrication and will not be subject to disciplinary action.

Retaliation against an individual for reporting workplace harassment or assisting in providing information relevant to a claim of harassment is a serious violation of this policy and will be treated with the same strict discipline as would the harassment itself. Acts of retaliation should be reported immediately and will be promptly investigated. In addition, an employee who fails to cooperate in investigating a complaint or in implementing remedial measures following resolution of a complaint will also be subject to disciplinary action. With the cooperation of all employees, the Y will maintain a professional atmosphere, where relations are based on respect and fairness, free from bias, prejudice, discrimination, and harassment.