

Updated on 6/25/2004

MCS Multicultural Community Services

Of the Pioneer Valley, Inc.

SEXUAL HARASSMENT POLICY

OF MULTICULTURAL COMMUNITY SERVICES, INC. (MCS)

INTRODUCTION:

It is the goal of Multicultural Community Services 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 individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goals 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.

DEFINITION OF SEXUAL HARASSMENT

In Massachusetts, the legal definition for sexual harassment is this: "sexual harassment" means sexual advances, request 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.
- b. 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 this definition, direct or implied request by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotion, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above example, other sexually oriented conduct, whether it is intended or not, that is unwelcome 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 example 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.

- a. Sexual harassment does not refer to welcomed social relationships.
- b. The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment.
- c. The policy prohibits subtle and/or continued pressure for sexual favors, including implying or threatening that an applicant or employee's cooperation of a sexual nature (or refusal thereof) will have any effect on the person's employment, job assignment, wages, promotion, any other condition of employment or future job opportunities.
- d. The policy prohibits continued or repeated behavior that is not welcomed by the employee and/or is personally offensive, such as:
 - Repeated sexual flirtations, advances or propositions;
 - Continued or repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic demeaning or degrading comments about an employee's appearance, or the display of sexual suggestive object or pictures;
 - Any uninvited physical contacts or touching, such as patting, pinching, or repeated brushing against another's body.
 - Continued or repetitive ogling, staring, or otherwise non-verbal behavior that may be constituted as offensive.

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 is unlawful and will not be tolerated by this organization.

COMPLAINTS OF SEXUAL HARASSMENT

Any employees who feels they have been a victim of sexual harassment needs to report the incident to their supervisor or, if that is not appropriate to the individual's program director. The program directors are: Karl Krueger, Residential Programs; Michael Romanovitch, Family and Individual Supports; Carlos Resto, Human Resources.

All are located at 1000 Wilbraham Road, Springfield, MA. (413) 782-2500. An investigation of the alleged harassment will be conducted promptly by the appropriate program director. Employees not satisfied with the results of the investigation may utilize the [grievance procedures](#) of MCS by forwarding a written complaint to Paul Conlon – Executive Director. He is also located at 1000 Wilbraham Road, Springfield, MA (413) 782-2500.

DISCIPLINARY ACTION

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 actions as we deem appropriate under the circumstances.

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.

- a. The United States Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
617-565-3200 *or* 1-800-669-4000

- b. The Massachusetts Commission Against Discrimination (MCAD)

Boston Office
One Ashburton Place –Rm 601
Boston, MA 02108
Phone: 617-994-6000

Springfield Office
436 Dwight Street, Rm 220
Springfield, MA 01103
413-739-2145

[CONGRATULATIONS YOUR TRAINING HAS BEEN COMPLETED.](#)