

**ATTLEBORO LAND TRUST**  
**GENERAL POLICY AGAINST DISCRIMINATION AND HARASSMENT**

Adopted by the Attleboro Land Trust Board of Directors, October 20, 2020

Respect for the integrity of each employee and volunteer in the performance of their position is basic to the Attleboro Land Trust's core values. The Attleboro Land Trust strives to create a workplace free from discrimination and harassment. To that end, the Attleboro Land Trust strictly forbids discrimination or harassment of any kind. In addition to violating Attleboro Land Trust policy, discrimination and harassment in the workplace may be unlawful.

**DISCRIMINATION**

Discrimination is the unjust or prejudicial treatment of people based on certain characteristics including, but not limited to, race, color, religion, sex, (including pregnancy, sexual orientation, and gender identity), national origin, ancestry, age, disability, veteran status, military service, genetic information, or any other characteristic protected under applicable federal, state, or local law.

The Attleboro Land Trust will provide reasonable accommodations to applicants, employees, and volunteers who need them for medical or religious reasons, as required by law.

**SEXUAL HARASSMENT**

Sexual harassment refers to any type of behavior of a sexual nature, intentional or unintentional, that is unwelcome and that has the purpose or effect of creating a work/service environment that is hostile, offensive, intimidating, or humiliating. The work/service environment encompasses the Attleboro Land Trust's offices and all locations an employee or volunteer works or serves as part of their official duties.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where: (a) submission to such conduct is either an express or implied term or condition of employment/service; (b) submission to or rejection of such conduct is used as a basis for an employment/service decision affecting the harassed person; (c) the purpose or effect of such conduct is to substantially interfere with the affected individual's professional performance, or to create an intimidating, hostile or offensive work/service environment.

Depending on the circumstances and severity and pervasiveness of the conduct, sexual harassment may include the following conduct if it is unwelcome: offensive verbal comments or propositions of a sexual nature, the display or circulation of sexually suggestive or explicit visual or printed material, or physical conduct of a sexual nature.

Examples of conduct that, particularly if unwelcome, may constitute sexual harassment include, but are not limited to:

- Direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits (i.e., favorable reviews, promotions, salary increases);
- Unwelcome sexual advances, whether they involve physical acts or not;
- Derogatory or provocative remarks about an employee's or service member's gender, sexual orientation, or sexual activity;
- Displaying or transmitting, by e-mail or otherwise, sexually suggestive materials or sexually explicit language;
- Inquiries into or discussion of sexual activities;
- Continuing to ask an employee or service member to socialize on or off duty when that person has indicated an unwillingness to do so;
- Coerced sexual acts;
- Retaliation of any kind for having filed or supported a complaint of sexual harassment; and
- Off-duty conduct that falls within the above definition and affects the work/service environment.

All Attleboro Land Trust employees and volunteers are expected to be aware of this policy and of the types of conduct that may constitute unlawful harassment, as well as the avenues of assistance provided by the Attleboro Land Trust for addressing complaints of sexual harassment.

## OTHER HARASSMENT

For purposes of this policy, "other harassment" is defined as verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of the individual's race, color, religion, sex, (including pregnancy, sexual orientation, and gender identity), national origin, ancestry, age, disability, veteran status, military service, genetic information, or any other characteristic protected under applicable federal, state, or local law and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work/service environment, or
- Has the purpose or effect of unreasonably interfering with an individual's work/service performance.

Some examples of such harassment are using epithets or slurs, making jokes or carrying out pranks that focus on a protected characteristic, and circulating or displaying written or graphic material that denigrates or shows hostility or aversion toward a person or group because of a protected characteristic.

All employees and volunteers are expected to be aware of this policy and of the types of conduct that may constitute unlawful harassment, as well as of the avenues of assistance

provided by the Attleboro Land Trust for addressing complaints of sexual or other forms of harassment.

## SCOPE OF POLICY

This policy extends to each and every level of the Attleboro Land Trust's operations. Accordingly, sexual or other harassment, whether by a fellow employee, manager, supervisor, volunteer, or third party or vendor doing business with the Attleboro Land Trust, will not be tolerated. In furtherance of the Attleboro Land Trust's policy to provide its employees and volunteers with a work/service environment free from harassment.

Please note that while this policy sets forth the Attleboro Land Trust's goals of promoting a place that is free from discrimination, sexual and other harassment, the policy is not designed or intended to limit the Attleboro Land Trust's authority to discipline or take remedial action for all forms of unacceptable workplace conduct, regardless of whether that conduct satisfies the definition of harassment or discrimination under this policy.

## COMPLAINT PROCEDURE

Harassment or discrimination of any kind serves no legitimate purpose and has a disruptive effect on employees' and volunteers' ability to perform their role properly. The Attleboro Land Trust takes allegations of harassment and discrimination very seriously and will appropriately address all complaints. If it is determined that inappropriate workplace conduct has occurred, management will take appropriate action against the offending person, up to and including unpaid suspension or termination of employment or service.

Any employee or volunteer who believes that they have suffered sexual or other unlawful harassment or discrimination in violation of this policy should immediately bring their concerns to the attention of an officer of the Attleboro Land Trust Board of Directors.

It is the Attleboro Land Trust's policy that all such matters will be handled with appropriate care and discretion, as is practicable under the circumstances. When an employee or volunteer brings a complaint to the attention of any Director, said Director shall immediately notify an officer of the Attleboro Land Trust. The Executive Committee shall initiate a prompt, thorough, and impartial investigation of the complaints. An investigation generally will include interviews with the complainant, the person alleged to have engaged in harassment and all other persons identified as having relevant knowledge of the incident(s) in question. If the investigation reveals that inappropriate conduct has occurred, the Attleboro Land Trust will take prompt and effective remedial action against the offending person. Such measures are designed to put an immediate stop to the harassment as well as prevent its recurrence. Therefore, the Attleboro Land Trust retains the right to take whatever remedial action it believes is appropriate under the circumstances, up to and including unpaid suspension or termination of the offending person's employment or service.

The individual who files the complaint will be notified about the status of their complaint, the results of the investigation and any corrective and preventative action taken. In addition, retaliation against employees or volunteers for reporting or complaining of sexual or other harassment, or for cooperating in the investigation of a report or complaint, is unlawful and will not be tolerated. Any retaliation will warrant appropriate disciplinary action, up to and including unpaid suspension or termination of employment or service.

The Attleboro Land Trust also recognizes that false accusations, especially of sexual harassment, may have serious effects on innocent persons. Employees or volunteers found to have made false accusations of sexual or other harassment may also be subject to appropriate disciplinary action, up to and including termination of employment or service.

#### STATE AND FEDERAL AGENCIES

The Attleboro Land Trust is committed to responding quickly and effectively to any report of harassment or discrimination and hopes that employees and volunteers will feel comfortable coming forward and allowing the Attleboro Land Trust to pursue an internal investigation of the matter. The Attleboro Land Trust supports a flexible and fair complaint resolution process and is committed to working to prevent the unnecessary escalation of any situation that has created an offensive work/service environment for any employee or volunteer in violation of this policy.

If an employee or volunteer believes they have been subjected to discrimination, or harassment, including sexual harassment, the employee or volunteer may file a formal complaint with either or both of the government agencies listed below. Using our complaint process does not prohibit the individual from filing a complaint with these agencies. Each of the agencies has a 300-day statute of limitations for filing a claim.

##### Federal Agency

Equal Employment Opportunity Commission (EEOC)  
475 J.F.K. Federal Building  
Government Center  
Boston, MA 02203  
(800) 669-4000

##### State Agency

Massachusetts Commission Against Discrimination  
1 Ashburton Place  
Boston, MA 02108  
617 994-6000

A copy of this policy will be provided to every Director and employee at the Attleboro Land Trust. A copy of this policy will be posted on the Attleboro Land Trust website.