

*Effective: January 2018*

## WORKPLACE COMMITMENTS

### Section 2.4: Harassment Prevention Policy

**Bruner/Cott**

ARCHITECTS

225 Friend St., Suite 701

Boston, MA 02114

617.492.8400

[www.brunercott.com](http://www.brunercott.com)

---

Harassment of any kind is not acceptable behavior at BCA. Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), gender identity, national origin, age, disability or genetic information. This conduct, verbal or physical, has the intent or effect of unreasonably interfering with an individual or group's work performance or that creates and intimidating, hostile, or offensive work environment. BCA is committed to creating an inclusive and collaborative work environment. Harassment of any type may therefore lead to disciplinary actions up to and including termination of employment.

#### I. Introduction to Sexual Harassment Policy

BCA promotes 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 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.

BCA 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.

#### II. Definition of Sexual Harassment

In Massachusetts, sexual harassment is legally defined as means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,  
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 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.

Effective: January 2018

## WORKPLACE COMMITMENTS

### Section 2.4: Harassment Prevention Policy

**Bruner/Cott**

ARCHITECTS

225 Friend St., Suite 701

Boston, MA 02114

617.492.8400

www.brunercott.com

---

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 workers may also constitute sexual harassment.

The following are some examples 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:

- 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
- 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 is unlawful and will not be tolerated by this organization.

### III. 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 our organization in writing or in person. If you would like to file a complaint you may do so by contacting any of the following:

Name



Cell Phone Number



These people are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

### IV. 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 private interviews with the person filing the complaint, with witnesses, and the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate inform the person filing

*Effective: January 2018*

## WORKPLACE COMMITMENTS

### Section 2.4: Harassment Prevention Policy

**Bruner/Cott**

ARCHITECTS

225 Friend St., Suite 701

Boston, MA 02114

617.492.8400

[www.brunercott.com](http://www.brunercott.com)

---

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 appropriate will also impose disciplinary action.

#### V. 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.

#### VI. State and Federal Remedies

In addition to the above, if you believe you have been subjected 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 defined time period for filing a claim (EEOC - 300 days; MCAD - 300 days).

The United States Equal Employment Opportunity Commission ("EEOC")

John F. Kennedy Building

475 Government Center

Boston, MA 02203

800-669-4000

The Massachusetts Commission Against Discrimination ("MCAD")

One Ashburton Place

Sixth Floor, Room 601

Boston, MA 02108

617-994-6000