

Nashua River Watershed Association ANTI-DISCRIMINATION POLICY

I. Introduction

It is the goal of the Nashua River Watershed Association (the "Association") to promote a workplace that is free of illegal discrimination and harassment. The Association prohibits discrimination on the basis of race, color, religion, creed, sex and gender, age, marital status, national origin, mental or physical disability or handicap, veteran status, genetic status, or sexual orientation in employment and application for employment. Furthermore, the Association's policy prohibits harassment of employees, contractors and customers, i.e., racial harassment, sexual harassment, and retaliation for filing complaints of discrimination. Discrimination 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. To achieve our goal of providing a workplace free from illegal discrimination and 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 Association takes allegations of discrimination and harassment seriously, we will respond promptly to complaints of discrimination or 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 illegal discrimination and 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 discrimination or sexual harassment.

II. Definitions of Prohibited Activities

Job requirements must be uniformly and consistently applied to persons of regardless of race, color, religion, creed, sex and gender, age, marital status, national origin, mental or physical disability or handicap (subject to reasonable accommodation where appropriate), veteran status, genetic status, or sexual orientation. The Association does not permit discrimination in compensation and other terms, conditions, and privileges of employment based upon protected class status. Thus, race, color, religion, creed, sex and gender, age, marital status, national origin, mental or physical disability or handicap, veteran status, genetic status, or sexual orientation shall not be the basis for differences in pay or benefits, work assignments, performance evaluations, training, discipline or discharge, or any other area of employment.

The Association also prohibits any harassment on the basis of race, color, religion, creed, sex and gender, age, marital status, national origin, mental or physical disability or handicap, veteran status, genetic status, or sexual orientation. The Association prohibits slurs, "jokes," offensive or derogatory comments, or other verbal or physical conduct based on an individual's race, color, religion, creed, sex and gender, age, marital status, national origin, mental or

physical disability or handicap, veteran status, or sexual orientation that create an intimidating, hostile, or offensive working environment, or interferes with the individual's work performance.

Employees have a right to be free from retaliation for their opposition to discrimination or their participation in any anti-discrimination complaint or proceeding including filing a charge, testifying, assisting, or otherwise participating in an agency proceeding. All employees should take special note that, as stated above, retaliation against an individual who has complained about discrimination, and retaliation against individuals for cooperating with an investigation of a discrimination complaint is unlawful and will not be tolerated by this organization.

III. Complaints of Discrimination

If any of our employees believes that he or she has been subjected to discrimination or harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting Elizabeth Ainsley Campbell, in person, by phone, email or text. Elizabeth Ainsley Campbell, Executive Director, (978) 448-0299, EAC@nashuarivershed.org or Wynne Treanor-Kvenvold, Communications Director, wynnet@nashuarivershed.org.

IV. Discrimination Complaint 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 may include a private interview with the person filing the complaint and with witnesses. We may also interview the person alleged to have committed discrimination or harassment. When we have completed our 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 that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate, we 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 short time period for filing a claim (EEOC - 300 days; MCAD - 300 days).

The EEOC can be contacted at:

Equal Employment Opportunity Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Phone: 1-800-669-4000

The MCAD can be contacted at:

Massachusetts Commission Against Discrimination
484 Main Street, Room 320
Worcester, MA 01608
(508) 453-9630

I acknowledge that I have received and reviewed this policy.

Employee Name

Date