

NOBLE AND GREENOUGH SCHOOL SEXUAL HARASSMENT POLICY

It is the goal of Noble and Greenough School to promote a workplace that is free of sexual harassment. Under Massachusetts law, **sexual harassment in the workplace is unlawful** and will not be tolerated.

Sexual harassment means sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (a) 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, (b) 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.

Some examples of sexual harassment are: 1) The supervisor explicitly states or strongly implies the employee will get a raise if the employee performs sexual favors, 2) Sexual epithets, jokes, written or oral references to sexual conduct, displaying sexually suggestive photos.

Anyone who violates this policy will be subjected to strict disciplinary action ranging from reprimand to possible termination of employment. Also, retaliation against an employee for filing or cooperating in an investigation of a sexual harassment complaint is unlawful.

Any employee who feels he or she has been sexually harassed should file a claim with the school. Complaints can be made to the following people at Noble and Greenough School, 10 Campus Drive, Dedham, MA 02026:

Nicole Anastos, Director of Human Resources (781)320-7271
William Bussey, Provost & Ombudsperson (781) 320-7045
Stephen Ginsberg, Chief Financial & Operating Officer (781) 320-7270
Emily Parker, Ombudsperson (781) 320-7031
Mark Spence, Dean of Students (781) 320-7249

In addition, complaints may be filed with the Massachusetts Commission Against Discrimination (MCAD) and /or the Equal Employment Opportunity Commission (EEOC), but must be done so **within six months** of the last act of sexual harassment.

**The Mass. Commission Against
Discrimination (MCAD)
One Ashburton Place, Room 601
Boston, MA 02108
(617) 727-3990**

**Equal Employment Opportunity
Commission (EEOC)
1 Congress Street, 10th Floor
Boston, MA 02114
(617) 565-3200**