

## **Berkshire Children's Chorus**

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### **Sexual and Other Unlawful Harassment Policy**

Berkshire Children's Chorus (BCC) is committed to providing a work environment free of harassment. BCC complies with Massachusetts law and maintains a strict policy prohibiting sexual harassment and harassment against employees or applicants for employment based on race, color, religious creed, sex (including pregnancy, childbirth and related medical conditions), gender identity, sexual orientation, national origin or ancestry, physical or mental disability, age (40 and over), military status, certain criminal records, genetic information or testing, HIV testing, a personal admission to a facility for the care and treatment of a mentally ill person and taking of maternity leave. BCC will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

All employees are expected to comply with BCC's Sexual and Other Unlawful Harassment Policy. While the Sexual and Other Unlawful Harassment Policy sets forth BCC's goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit BCC's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

Any employee who believes that they have been harassed or discriminated against should provide a written or verbal report to any BCC board member as soon as possible. The responsibility to investigate complaints of harassment has been assigned to the Board President. Employees who believe they have been harassed or discriminated against may also file a formal complaint with either or both of the government agencies listed below:

The Massachusetts Commission Against Discrimination (MCAD) is the state agency responsible for handling complaints of harassment, including sexual harassment. The MCAD can be reached at the following locations:

- Boston Office: One Ashburton Place, Sixth Floor, Room 601, Boston, MA 02108; telephone number (617) 994-6000.
- Springfield Office: 436 Dwight Street, Second Floor, Suite 220, Springfield, MA 01103; telephone number (413) 739-2145.
- Worcester Office: 484 Main Street, Room 320, Worcester, MA 01608; telephone number (508) 453-9630.
- New Bedford Office: 800 Purchase Street, Room 501, New Bedford, MA 02740; telephone number (508) 990-2390.

The Equal Employment Opportunity Commission (EEOC) is the federal agency that investigates harassment claims, including claims of sexual harassment. The EEOC can be reached at:

- John F. Kennedy Federal Building, Government Center, 475 Government Center, Boston, MA 02203, telephone number (800) 669-4000.

Complaints filed with the MCAD and the EEOC must be filed within 300 days of the incident giving rise to the claim.

Adopted by the Board of Trustees on January 25, 2020