

HEAT & FROST INSULATORS & ALLIED WORKERS LOCAL 6
ANTI-DISCRIMINATION POLICY
(5 Pages)

I. Introduction

Heat & Frost Insulators & Allied Workers Local 6 (“Local 6”) is committed to creating and maintaining a work environment in which employees are treated fairly and with dignity, decency, respect, and in accord with all applicable law, free from discrimination. Through enforcement of this policy and by education of employees and members, Local 6 strives to prevent inappropriate conduct that could be considered unlawful discrimination, which implicates one of the following protected characteristics: race, color, religion, gender, national origin, age, disability/handicap, ancestry, pregnancy, veteran status, marital status, military service, sexual orientation, genetics/genetic information, gender identity/expression, or any other protected category under state or federal law (hereafter “Protected Categories”). In addition, Local 6 is committed to seeing that any inappropriate conduct is corrected, including disciplining those who violate this policy, where practical.

All employees, members, supervisors, foremen, stewards, union officers, vendors, visitors, regardless of position (hereafter “Individuals”) are intended to be covered by, and are expected to comply with, this policy and to take appropriate measures to ensure that prohibited conduct does not occur.

Further, any retaliation against an individual who has complained about discrimination or retaliation against individuals for cooperating with an investigation of a discrimination complaint is similarly unlawful and will not be tolerated. To achieve our goal of ensuring that workplaces are free from discrimination, 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 any individual.

Because Local 6 takes allegations of discrimination seriously, we will respond promptly to complaints of discrimination, and we will act promptly in an effort to eliminate inappropriate 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 discrimination, 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 legal threshold definition of discrimination. That is, some conduct may not be unlawful, but still be unacceptable, and Local 6 may act against such conduct, especially where it violates this policy.

This policy applies, to the extent lawful and practical, to all work and union-related settings and activities, both inside and outside the workplace and union property, and includes related functions where the workplace or union environment is affected. This policy may extend to an Individual’s activity on social networking websites such as Instagram, Facebook, Twitter,

Snapchat, and LinkedIn. Mistreatment on social media can carry the weight of any other workplace or union interaction. Local 6 urges all Individuals to be wary of their social media connections with each other. Local 6 reminds all Individuals to be responsible and appropriate in their social media when it can affect workplace or union related interactions.

This policy also extends to Local 6's real and other property, including but not limited to its buildings, offices, automobiles, telephones and cellphones, Wi-Fi and internet connections, copy machines, computers, and computer applications, such as email and internet access, which may not be used to engage in conduct that violates this policy.

II. Some Types of Discrimination

Discrimination may include, but is not limited to, discrimination based on any of the Protected Categories and whistleblowing, for example. Discrimination may occur in hiring, layoff or other reductions-in-force, job placements or assignments, referrals where applicable, accommodation, and etc.

All Individuals are responsible for ensuring that the workplace and union environment are free from discrimination that is prohibited by this policy. Individuals are expected to avoid any behavior or conduct that could reasonably be interpreted or perceived as prohibited under this policy. No Individual is exempt from the requirements of this policy.

III. Complaints of Discrimination/Reporting Procedures

If any person believes that he or she has been subjected to discrimination, the person has the right to file a complaint with our Organization. This may be done in writing or orally. Complaints should be made as soon as possible.

Local 6 urges Individuals to speak up and report any discrimination or violation of this policy. This applies whether the discrimination is by an Individual or any person who has a relationship with Local 6 which enables Local 6 to exercise some control over an individual's conduct in places and activities that relate to our work or union environment. This reporting system applies to Individuals who has *experienced* discrimination, and Individuals who have *observed* discrimination. Prompt reporting of discrimination is in the best interest of all Individuals and Local 6 and is essential to a fair, timely, thorough investigation, and remedy.

Individuals subjected to discrimination are encouraged to complain to:

Business Manager, **James R. Lister**; or
Business Agent, **Jeffrey W. Saliba**,
At 303 Freeport Street, Boston, MA 02122, telephone (617) 436-4666.
JimLister@insulators6.org or JeffSaliba@insulators6.org

Although reports may be made verbally, Individuals are encouraged to make any reports of discrimination in writing, as doing so will assist in and expediate the investigation process.

Any union officer, steward, supervisor or person in a management position who has witnessed, heard, heard of, or otherwise been made aware of conduct that is or may be

inconsistent with this policy or who receives a report of conduct, from any source whatsoever, that is inconsistent with this policy *must* report the matter immediately to Local 6's Business Manager, James R. Lister, or Local 6's Business Agent, Jeffrey W. Saliba. All union stewards are mandatory reporters. As such, all union stewards shall immediately report any and all instances that may constitute a violation of this policy.

IV. Discrimination Investigation

All reports of discrimination received pursuant to this policy will be promptly investigated in as confidential, timely, impartial, and thorough a manner as possible and in accord with the requirements of applicable law. Local 6 recognizes that allegations of discrimination and retaliation can be extremely sensitive. However, certain circumstances may require Local 6 to disclose such information to conduct a full and fair investigation or for other legitimate legal or business reasons. The person conducting the investigation will only involve those individuals necessary to complete the investigation. The steps to be taken during the investigation cannot be fixed in advance but will vary depending upon the nature of the allegations. The investigation will generally begin with a private interview with the complaining person or person feeling discriminated against (if different) and the person alleged to have committed the misconduct. It may extend to witnesses of the alleged misconduct. It is the responsibility of every Individual to cooperate fully with an investigation.

When the investigation is completed, Local 6 will, to the extent appropriate, inform the person complaining and the person alleged to have committed the misconduct of the results of the investigation. Any report or other writings that are generated in the course of the investigation are Local 6's property and will not be shared with those who have been interviewed as part of the investigation.

Based upon the findings of the investigation, prompt and appropriate action will be taken to address any policy violations. This may include disciplinary action, up to and including fines and/or suspension of membership, regardless of the job positions of the parties involved. Corrective action may range from counseling to grievance filing, arbitration, formal charges and fines or suspension where lawful. If the person who engaged in inappropriate conduct is not a Local 6 employee or member, then Local 6 will take whatever corrective action is reasonable and appropriate under the circumstances, including referring the complaining person to agencies listed below.

Corrective action taken will be proportionate to the offensiveness of the discriminatory conduct. For example, a foreman applying a nationality-based work assignment may result in a warning, training, charges, and a fine; continued discriminatory conduct after an initial warning may result in a membership suspension and a demand that an employer correct the workplace and ensure a workplace free of discrimination. Remedial action, such as training or re-training, may be in order as well.

Local 6 might conclude, depending on the investigation and findings, that no violation of the policy occurred or that a conclusion cannot be reached as to whether a violation has occurred. In any event, Local 6 will take steps to ensure that the individuals involved are reminded of this policy and Local 6's commitment to a discrimination-free union & work environment. Those

involved in an investigation may also be cautioned against retaliation. Local 6 will not tolerate any form of retaliation against the complaining person for having complained or anyone else for participating in the investigation.

V. No Retaliation

No hardship, loss of benefit or adverse employment or other action may be imposed on a person for complaining about or filing a good-faith complaint of unlawful discrimination or a violation of this policy. Further, Individuals may not be harmed in any way for cooperating with or otherwise participating in the investigation of a complaint. Retaliation is a serious violation of this policy and should be reported immediately.

If an Individual believes that retaliation has occurred against anyone, then the Individual is encouraged to immediately report it through the means described above under “Reporting Procedures.” Anyone who is found to have retaliated against an Individual for complaining about or reporting potential unlawful discrimination or a violation of this policy, or for cooperating or otherwise participating in an investigation, will be subject to discipline, up to and including membership suspension.

In addition to the above, Individuals may file a formal complaint with either or both of the government agencies set forth below. Using Local 6’s complaint process does not prohibit Individuals from filing a complaint with these agencies. Each of the agencies has a 330-day time period for filing a claim, but your filing-time has legal consequences, and no one should delay complaining.

United States Equal Employment Opportunity Commission (“EEOC”)

Visit: <https://www.eeoc.gov/>

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203-0506
(617) 565-3200
(800) 669-4000

The Massachusetts Commission Against Discrimination (“MCAD”)

Visit: <https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>

One Ashburton Place, Suite 601
Boston, MA 02108
(617) 994-6000

or 484 Main Street, Room320
Worcester, MA 01608
(508) 453-9630

Demello International Center
128 Union Street, Suite 206
New Bedford, MA 02740
(774) 510-5801

or 436 Dwight Street, Room 220
Springfield, MA 01103
(413) 739-2145

In Rhode Island

Visit: <http://www.richr.ri.gov/>
Rhode Island Commission for Human Rights
180 Westminster Street, 3rd Floor
Providence, RI 02903
Tel.: (401) 222-2661
Fax: (401) 222-2616
TTY (Relay RI): (401) 222-2664

In Connecticut

Visit: <https://www.ct.gov/chro/site/default.asp>
Connecticut Commission for Human Rights (Central Office)
450 Columbus Boulevard
Hartford, CT 06103-1835
Toll Free: 800-477-5737
Tel.: (860) 541-3400
TDD: (860) 541-3459

In New Hampshire

Visit: <https://www.nh.gov/hrc/>
New Hampshire Commission for Human Rights
2 Industrial Park Drive, Bldg. One
Concord, NH 03301
Tel.: (603) 271-2767
Fax: (603) 271-6339
humanrights@nh.gov

In Maine

Visit: <https://www.maine.gov/mhrc/>
Maine Human Rights Commission
#51 State House Station (mailing address)
19 Union Street (physical address)
Augusta, ME 04330
Tel.: (207) 624-6290
Fax: (207) 624-8729

In Vermont

Visit: <https://hrc.vermont.gov>
Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
Toll Free VT: 800-416-2010
Tel.: 802-828-1625
Fax: 802-828-2481
Email: human.rights@vermont.gov

HEAT & FROST INSULATORS & ALLIED WORKERS LOCAL 6 POLICY AGAINST UNLAWFUL HARASSMENT

(5 Pages)

Introduction

Heat & Frost Insulators & Allied Workers Local 6 (“Local 6”) is committed to creating and maintaining a work environment in which employees are treated fairly and with dignity, decency, respect, and in accord with all applicable law. Through enforcement of this policy and by education of employees and members, Local 6 strives to prevent inappropriate conduct that could be considered unlawful harassment, which implicates one of the following protected characteristics: race, color, religion, gender, national origin, age, disability/handicap, ancestry, genetic information, pregnancy, veteran status, marital status, military service, sexual orientation, genetics/genetic information, gender identity/expression, or any other protected category under state or federal law. Local 6 is committed to seeing that any inappropriate conduct is corrected, including disciplining those who violate this policy, where practical.

1. Scope

All employees, members, supervisors, foremen, stewards, union officers, vendors, visitors, regardless of position (hereafter “Individuals”) are intended to be covered by, and are expected to comply with, this policy and to take appropriate measures to ensure that prohibited conduct does not occur.

While this policy sets forth Local 6’s goals of promoting a workplace that is free of unlawful harassment, it not designed or intended to expand Local 6’s liability or extend or limit Local 6’s authority to discipline or take remedial action for workplace or union related conduct which it deems unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment. Where Local 6 is able, it will take immediate and proportionate corrective action when it determines that inappropriate conduct has occurred as, left unchecked, it may lead to unlawful harassment.

This policy applies, to the extent lawful and practical, to all work and union-related settings and activities, both inside and outside the workplace and union property, and includes related functions where the workplace or union environment is affected. This policy may extend to a covered Individual’s activity on social networking websites such as Instagram, Facebook, Twitter, Snapchat, and LinkedIn. Mistreatment on social media can carry the weight of any other workplace or union interaction. Local 6 urges all Individuals to be wary of their social media connections with each other. Local 6 reminds all Individuals to be responsible and appropriate in their social media when it can affect workplace or union related interactions.

This policy also extends to Local 6’s real and other property, including but not limited to its buildings, offices, automobiles, telephones and cell phones, Wi-Fi and internet connections, copy machines, computers, and computer applications, such as email and internet access, which may not be used to engage in conduct that violates this policy.

2. Unlawful Harassment

Engaging in verbal, non-verbal, physical or electronic conduct, to include actions, writings, or comments, based on an individual’s race, color, religion, gender, national origin,

age, disability/handicap, ancestry, pregnancy, veteran status, marital status, military service, sexual orientation, genetics, genetic information, gender identity/expression, or any other legally protected category, whether it is intended or not, that is unwelcome and has the effect of creating a workplace or union environment that is hostile, offensive, intimidating, or humiliating to Individuals or other persons may constitute unlawful harassment.

While it is not always easy to identify precisely what conduct constitutes unlawful harassment, the following are some examples of conduct, if caused by an Individual or other person who has a relationship with Local 6, may be considered to be unlawful harassment, e.g., slurs, epithets, derogatory remarks or comments, threats, hostile physical conduct, intimidating acts, unwelcome jokes, teasing, display or circulation of offensive printed, visual or electronic materials, or other similar conduct that implicates one of the protected categories. It also extends to unwelcome voicemail messages, emails, texts, graphics, downloaded material, and websites involving one of the protected categories. This can include conduct via texting, sending picture messages, or otherwise communicating inappropriately via cell phones, smartphones, over the internet, using social media, and the like. Determining whether conduct may be in violation of this policy or unlawful harassment is dependent upon the totality of the circumstances, including welcomeness, severity, and pervasiveness.

3. Individual Responsibility

All Individuals are responsible for ensuring that the workplace and union environment are free from unwelcome conduct that is prohibited by this policy. Individuals are expected to avoid any behavior or conduct that could reasonably be interpreted or perceived as prohibited under this policy. No Individual is exempt from the requirements of this policy.

4. Reporting Procedures

Local 6 urges Individuals to speak up and report any harassment or violation of this policy. This applies whether the harassment is by an Individual or any person who has a relationship with Local 6 which enables Local 6 to exercise some control over an individual's conduct in places and activities that relate to our work or union environment. This reporting system applies to Individuals who have *experienced* harassment, and Individuals who have *observed* harassment. Prompt reporting of harassment is in the best interest of all Individuals and Local 6 and is essential to a fair, timely, thorough investigation, and remedy.

Individuals subjected to harassment are encouraged to directly inform the offending person(s) that such conduct is offensive and must stop, if they are comfortable in so doing. No person so informed shall engage in any retaliation whatsoever. If, however, the Individual does not wish to communicate directly with the alleged harasser (s), or if direct communication has been ineffective, then the Individual is encouraged and expected to immediately contact:

Business Manager, **James R. Lister**; or
Business Agent, **Jeffrey W. Saliba**.

At 303 Freeport Street, Boston, MA 02122, telephone (617) 436-4666
JimLister@insulators6.org or JeffSaliba@insulators6.org

Although reports may be made verbally, Individuals are encouraged to make any reports of harassment in writing, as doing so will assist in and expediate the investigation process.

5. *Management and Steward Responsibility*

Any union officer, steward, supervisor or person in a management position who has witnessed, heard, heard of, or otherwise been made aware of conduct that is or may be inconsistent with this policy or who receives a report of conduct, from any source whatsoever, that is inconsistent with this policy *must* report the matter immediately to Local 6's Business Manager, James R. Lister, or Local 6's Business Agent, Jeffrey W. Saliba. All union stewards are mandatory reporters. As such, all union stewards shall immediately report any and all instances that may constitute a violation of this policy.

6. *Investigation and Corrective/Remedial Action*

All reports of harassment received pursuant to this policy will be promptly investigated in as confidential, timely, impartial, and thorough a manner as possible and in accordance with the requirements of applicable law. Local 6 recognizes that allegations of harassment and retaliation can be extremely sensitive. However, certain circumstances may require Local 6 to disclose such information to conduct a full and fair investigation or for other legitimate legal or business reasons. The person conducting the investigation will only involve those individuals necessary to complete the investigation. The steps to be taken during the investigation cannot be fixed in advance but will vary depending upon the nature of the allegations. The investigation will generally begin with a private interview with the complaining person or person feeling harassed (if different) and the person alleged to have committed the misconduct. It may extend to witnesses of the alleged misconduct. It is the responsibility of every Individual to cooperate fully with an investigation.

When the investigation is completed, Local 6 will, to the extent appropriate, inform the person feeling harassed and the person alleged to have committed the misconduct of the results of the investigation. Any report or other writings that are generated in the course of the investigation are Local 6's property and will not be shared with those who have been interviewed as part of the investigation.

Based upon the findings of the investigation, prompt and appropriate action will be taken to address any policy violations. This may include disciplinary action, up to and including fines and/or suspension of membership, regardless of the job positions of the parties involved. Corrective action may range from counseling to grievance filing, arbitration, formal charges and fines or suspension where lawful. If the person who engaged in inappropriate conduct is not a Local 6 employee or member, then Local 6 will take whatever corrective action is reasonable and appropriate under the circumstances, including referring the complaining person to agencies listed below.

Corrective action taken will be proportionate to the offensiveness of the conduct. For example, a nationality-based slur may result in a warning, training, charges, and a fine; continued utterances after an initial warning may result in a membership suspension and a demand that an employer correct the workplace and ensure a workplace free of harassment. Remedial action, such as training or re-training, may be in order as well.

Local 6 might conclude, depending on the investigation and findings, that no violation of the policy occurred or that a conclusion cannot be reached as to whether a violation has occurred. In any event, Local 6 will take steps to ensure that the individuals involved are reminded of this policy and Local 6's commitment to a harassment-free work environment. Those involved in an investigation may also be cautioned about retaliation.

7. *Retaliation*

No hardship, loss of benefit or adverse employment or other action may be imposed on a person for complaining about or filing a good-faith complaint of unlawful harassment. Further, Individuals may not be harmed in any way for cooperating with or otherwise participating in the investigation of a complaint. Retaliation is a serious violation of this policy and should be reported immediately.

If an Individual believes that retaliation has occurred against anyone, then the Individual is encouraged to immediately report it through the means described above under "Reporting Procedures." Anyone who is found to have retaliated against an Individual for complaining about or reporting potential unlawful harassment, or for cooperating or otherwise participating in an investigation, will be subject to discipline, up to and including membership suspension.

In addition to the above, Individuals may file a formal complaint with either or both of the government agencies set forth below. Using Local 6's complaint process does not prohibit Individuals from filing a complaint with these agencies. Each of the agencies has a 300-day time period for filing a claim, but your filing –time has legal consequences, and no one should delay complaining.

United States Equal Employment Opportunity Commission ("EEOC")

Visit: <https://www.eeoc.gov/>
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203-0506
(617) 565-3200
(800) 669-4000

The Massachusetts Commission Against Discrimination ("MCAD")

Visit: <https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>

One Ashburton Place, Suite 601
Boston, MA 02108
(617) 994-6000

or 484 Main Street, Room 320
Worcester, MA 01608
(508) 453-9630

Demello International Center
128 Union Street, Suite 206
New Bedford, MA 02740
(774) 510-5801

or 436 Dwight Street, Room 220
Springfield, MA 01103
(413) 739-2145

In Rhode Island

Visit: <http://www.richr.ri.gov/>
Rhode Island Commission for Human Rights
180 Westminster Street, 3rd Floor
Providence, RI 02903
Tel.: (401) 222-2661
Fax: (401) 222-2616
TTY (Relay RI): (401) 222-2664

In Connecticut

Visit: <https://www.ct.gov/chro/site/default.asp>
Connecticut Commission for Human Rights (Central Office)
450 Columbus Boulevard
Hartford, CT 06103-1835
Toll Free: 800-477-5737
Tel.: (860) 541-3400
TDD: (860) 541-3459

In New Hampshire

Visit: <https://www.nh.gov/hrc/>
New Hampshire Commission for Human Rights
2 Industrial Park Drive, Bldg. One
Concord, NH 03301
Tel.: (603) 271-2767
Fax: (603) 271-6339
humanrights@nh.gov

In Maine

Visit: <https://www.maine.gov/mhrc/>
Maine Human Rights Commission
#51 State House Station (mailing address)
19 Union Street (physical address)
Augusta, ME 04330
Tel.: (207) 624-6290
Fax: (207) 624-8729

In Vermont

Visit: <https://hrc.vermont.gov>
Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
Toll Free VT: 800-416-2010
Tel.: 802-828-1625
Fax: 802-828-2481
Email: human.rights@vermont.gov

HEAT & FROST INSULATORS & ALLIED WORKERS LOCAL 6
POLICY AGAINST SEXUAL HARASSMENT
(6 Pages)

Introduction

Heat & Frost Insulators & Allied Workers Local 6 (“Local 6”) is committed to creating and maintaining a work and union environment in which individuals are treated fairly and with dignity, decency, respect, and in accordance with all applicable law. Through enforcement of this policy and by education of Individuals, Local 6 strives to prevent inappropriate conduct that could be considered sexual harassment. In addition, Local 6 is committed to correcting any inappropriate conduct, including disciplining those who violate this policy, where practical.

1. Scope

All employees, members, supervisors, foremen, stewards, union officers, vendors, visitors, regardless of position (hereafter “Individuals”), are intended to be covered by, and are expected to comply with, this policy and to take appropriate measures to ensure that prohibited conduct does not occur.

While this policy sets forth Local 6’s goals of promoting a workplace that is free of unlawful harassment, it is not designed or intended to expand Local 6’s liability or extend or limit local 6’s authority to discipline or take remedial action for workplace or union related conduct which it deems unacceptable, regardless of whether that conduct satisfies the definition of unlawful sexual harassment. Where Local 6 is able, it will take immediate and proportionate corrective action when it determines that inappropriate conduct has occurred as, left unchecked, it may lead to unlawful sexual harassment.

This policy applies, to the extent lawful and practical, to all work and union-related settings and activities, both inside and outside the workplace and union property, and includes related functions where the workplace or union environment is affected. This policy may extend to a covered Individual’s activity on social networking websites such as Instagram, Facebook, Twitter, Snapchat, and LinkedIn. Mistreatment on social media can carry the weight of any other workplace or union interaction. Local 6 urges all Individuals to be wary of their social media connections with each other. Local 6 reminds all Individuals to be responsible and appropriate in their social media when it can affect workplace or union related interactions.

This policy also extends to Local 6’s real and other property, including but not limited to its buildings, offices, automobiles, telephones and cell phones, Wi-Fi and internet connections, copy machines, computers, and computer applications, such as email and internet access, which may not be used to engage in conduct that violates this policy.

2. Sexual Harassment

It is against this policy to engage in harassment based on gender, including offensive conduct that is sexual in nature, and that is based on sexual orientation or gender identity/identification. Any hostile conduct based on such categories is forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or different genders.

Unwelcome sexual advances, requests for sexual favors, and other physical, visual, verbal and nonverbal conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an Individual's employment or membership in Local 6.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or membership decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or union environment.

Under these definitions, direct or implied requests by a supervisor, manager, foreman, union office or steward for sexual favors in exchange for actual or promised job or membership benefits such as favorable reviews, referrals, salary increases, promotions, increased benefits, or continued employment or membership may constitute sexual harassment.

The definition of sexual harassment is broad. Unwelcome sexually-oriented conduct, whether intended or not, that has the effect of creating a work or union environment that is hostile, offensive, intimidating or humiliating to either male or female workers may constitute sexual harassment. While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, where caused by an Individual or other person who has a relationship with Local 6 may be considered to be sexual harassment, including but not limited to:

- Unwelcome sexual flirtations, advances, demands, pressures, propositions or requests for sexual acts or favors;
- Offering employment or union benefits, such as favorable performance reviews, salary increases, promotions, increased benefits, or continued employment, in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Offensive physical contact such as unwanted patting, grabbing, pinching, brushing against another's body, or impeding or blocking movement;
- Offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually-suggestive objects or pictures, cartoons or posters;
- Offensively suggestive or obscene letters, notes or invitations;
- Offensive sexually-oriented verbal comments, name-calling, whistling, epithets, slurs, teasing or jokes;
- Continued or repeated verbal abuse of a sexual nature;
- Graphic, degrading, or other sexual comments, mockery, ridicule, insults or put-downs; and
- Texting, sending picture messages, or otherwise communicating inappropriately via cell phones, smart phones, over the internet, using social media, e.g., Facebook, Snapchat, Twitter, LinkedIn, Instagram, and the like.

Determining whether conduct may be sexual harassment is dependent upon the totality of the circumstances including welcomeness, severity, and pervasiveness.

3. *Individual Responsibility*

All Individuals are responsible for ensuring that the workplace and union is free from unwelcome conduct that is prohibited by this policy. Individuals are expected to avoid any behavior or conduct that could reasonably be interpreted or perceived as prohibited under this policy. No Individual is exempt from the requirements of this policy.

4. *Reporting Procedures*

Common workplace or union-based responses by those who experience sexual harassment are to avoid the harasser, deny or downplay the gravity of the situation, or attempt to ignore, forget, or endure the behavior. Local 6 urges Individuals to instead, speak up and report any sexual harassment. This applies whether the harassment is by any Individual or person who has a relationship with Local 6 which enables Local 6 to exercise some control over the individual's conduct in places and activities that relate to our environments and workplaces. This reporting system applies to Individuals who have *experienced* harassment, and Individuals who have *observed* harassment. Prompt reporting of sexual harassment is in the best interest of each Individual and Local 6 and is essential to a fair, timely, and thorough investigation.

Individuals subjected to sexual harassment are encouraged to directly inform the offending person(s) that such conduct is offensive and must stop, if they are comfortable in so doing. No person so informed shall engage in any retaliation whatsoever. If, however, the Individual does not wish to communicate directly with the alleged harasser(s), or if direct communication has been ineffective, then that Individual is encouraged and expected to immediately contact:

Business Manager, **James R. Lister**; or

Business Agent, **Jeffrey W. Saliba**.

At 303 Freeport Street, Boston, MA 02122, telephone (617) 436-4666

JimLister@insulators6.org or JeffSaliba@insulators6.org

Although reports may be made verbally, Individuals are encouraged to make any reports of sexual harassment in writing, as doing so will assist in and expediate the investigation process.

5. *Management and Steward Responsibility*

Any supervisor or person in a management position who has witnessed, heard, heard of, or otherwise been made aware of conduct that is or may be inconsistent with this policy or who receives a report of conduct, from any source whatsoever, that is inconsistent with this policy **must** report the matter immediately to Local 6's Business Manager, James R. Lister, or Local 6's Business Agent, Jeffrey W. Saliba. All union stewards are mandatory reporters. As such, all union stewards shall immediately report any and all instances that may constitute a violation of this policy.

6. *Investigation and Corrective/Remedial Action*

All reports of sexual harassment received pursuant to this policy will be promptly investigated in as confidential, timely, impartial, and thorough manner as possible and in accordance with the requirements of applicable law. Local 6 recognizes that allegations of sexual harassment and retaliation can be extremely sensitive. However, certain circumstances may require Local 6 to disclose such information to conduct a full and fair investigation or for other legitimate legal or business reasons. The person conducting the investigation will only involve those individuals necessary to complete the investigation. The steps to be taken during the investigation cannot be fixed in advance but will vary depending upon the nature of the allegations. The investigation will generally begin with a private interview with the complaining person or person feeling harassed (if different) and the person alleged to have committed the misconduct. It may extend to witnesses of the alleged misconduct. It is the responsibility of every Individual to cooperate fully with an investigation.

When the investigation is completed, Local 6 will, to the extent appropriate, inform the person feeling harassed and the person alleged to have committed the misconduct of the results of the investigation. Any report or other writings that are generated in the course of the investigation are Local 6's property and will not be shared with those who have been interviewed as part of the investigation.

Based upon the findings of the investigation, prompt and appropriate action will be taken to address any policy violations. This may include disciplinary action, up to and including fines and/or suspension of membership, regardless of the job positions of the parties involved. Corrective action may range from counseling to grievance filing, arbitration, formal charges and fines or suspension where lawful. If the person who engaged in inappropriate conduct is not a Local 6 employee or member, then Local 6 will take whatever corrective action is reasonable and appropriate under the circumstances, including referring the complaining person to agencies listed below.

Corrective action taken will be proportionate to the offensiveness of the conduct. For example, sexual assault or a demand for sexual favors in return for a promotion may result in termination, where appropriate and lawful; the continued use of derogatory gender-based language after an initial warning may result in a suspension, where appropriate and lawful; and the first instance of telling a sexist joke may warrant counseling. Remedial action, such as training or re-training, may be in order as well.

Local 6 might conclude, depending on the investigation and findings, that no violation of the policy occurred or that a conclusion cannot be reached as to whether a violation has occurred. In any event, Local 6 will take steps to ensure that the individuals involved are reminded of this policy and Local 6's commitment to a harassment-free work environment. Those involved in an investigation may also be cautioned about retaliation.

7. *Retaliation*

No hardship, loss of benefit or adverse employment action may be imposed on an Individual for complaining about or filing a good-faith complaint of sexual harassment. Further, Individuals may not be harmed in any way for cooperating with or otherwise participating in the

investigation of a complaint. Retaliation is a serious violation of this policy and should be reported immediately.

If an Individual believes that retaliation has occurred against any person, then the Individual is encouraged to immediately report it through the means described above under “Reporting Procedures.” Anyone who is found to have retaliated against a person for complaining about or reporting potential sexual harassment, or for cooperating or otherwise participating in an investigation, will be subject to discipline, up to and including suspension of membership, and a demand that an employer corrects the workplace and ensures a workplace free of sexual harassment.

In addition to the above, Individuals may file a formal complaint with either or both of the government agencies set forth below. Using Local 6’s complaint process does not prohibit Individuals from filing a complaint with these agencies. Each of the agencies has a 300-day time period for filing a claim, but your filing-time has legal consequences, and no one should delay complaining.

United States Equal Employment Opportunity Commission (“**EEOC**”)

Visit: <https://www.eeoc.gov/>
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203-0506
(617) 565-3200
(800) 669-4000

The Massachusetts Commission Against Discrimination (“**MCAD**”)

Visit: <https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>

One Ashburton Place, Suite 601 Boston, MA 02108 (617) 994-6000	or	484 Main Street, Room320 Worcester, MA 01608 (508) 453-9630
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Demello International Center 128 Union Street, Suite 206 New Bedford, MA 02740 (774) 510-5801	or	436 Dwight Street, Room 220 Springfield, MA 01103 (413) 739-2145
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In Rhode Island

Visit: <http://www.richr.ri.gov/>
Rhode Island Commission for Human Rights
180 Westminster Street, 3rd Floor
Providence, RI 02903
Tel.: (401) 222-2661
Fax: (401) 222-2616
TTY (Relay RI): (401) 222-2664

In Connecticut

Visit: <https://www.ct.gov/chro/site/default.asp>
Connecticut Commission for Human Rights (Central Office)
450 Columbus Boulevard
Hartford, CT 06103-1835
Toll Free: 800-477-5737
Tel.: (860) 541-3400
TDD: (860) 541-3459

In New Hampshire

Visit: <https://www.nh.gov/hrc/>
New Hampshire Commission for Human Rights
2 Industrial Park Drive, Bldg. One
Concord, NH 03301
Tel.: (603) 271-2767
Fax: (603) 271-6339
humanrights@nh.gov

In Maine

Visit: <https://www.maine.gov/mhrc/>
Maine Human Rights Commission
#51 State House Station (mailing address)
19 Union Street (physical address)
Augusta, ME 04330
Tel.: (207) 624-6290
Fax: (207) 624-8729

In Vermont

Visit: <https://hrc.vermont.gov>
Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
Toll Free VT: 800-416-2010
Tel.: 802-828-1625
Fax: 802-828-2481
Email: human.rights@vermont.gov