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Prohibition of Harassment

It is *ABLE's* policy that all employment relationships shall be conducted in an environment that is not hostile or offensive. Harassment based on an individual's age, race, creed, color, religion, national origin, sex, sexual orientation, disability, marital status or any other basis prohibited by applicable local, state, or federal law will not be tolerated at *ABLE*. Harassment includes, but is not limited to:

Verbal harassment such as making a joke or comment that refers to a certain ethnic group, race, sex, nationality, age, disability, sexual preference, sexual prowess, religion or belief; epithets; derogatory comments; vulgar or profane words and expressions; or slurs;

Physical harassment, such as assault, blocking or impairing or otherwise physically interfering with an individual's normal work or movement;

Visual harassment, such as derogatory objects, posters, cartoons or drawings; or

Sexual harassment, such as unwelcome sexual advances or requests for sexual favors; verbal, visual or physical conduct of a sexual nature, such as name calling, obscene jokes, sexually suggestive comments or insulting sounds; graphic or verbal comments of a sexual nature about a person's anatomy.

If you believe you have been subject to harassment by a supervisor, management official, fellow employee, customer, vendor, or any other person in connection with your employment at *ABLE*, you should immediately bring the matter to the attention of your supervisor or *ABLE* recruiter. If the complaint involves either your immediate supervisor or the *ABLE* recruiter, report the matter to *ABLE's* EEO Officer (508-673-3979). You also have a right to report harassment to The Massachusetts Commission Against Discrimination (617-727-3990) or the U.S. Equal Employment Opportunity Commission (617-565-3200).

All complaints of harassment will be investigated promptly and, where necessary, corrective action will be taken. Any investigation of such complaints will be treated as confidentially as possible. No employee will be punished or suffer any adverse employment actions as a result of bringing any good faith harassment complaint to *ABLE's* attention.

Any supervisor, agent, or other employee who is found to have engaged in harassment or retaliation against an employee for exercising rights protected by this policy will be subject to appropriate discipline, up to and including discharge.

Employee Signature
12/19/07

Date