

# **APOLLO PROFESSIONAL SOLUTIONS, INC.**

## **Policy and Procedures on Sexual Harassment**

Apollo Professional Solutions, Inc. is committed to providing a productive work environment free from intimidation and harassment. Harassment of any employee by a manager, supervisor, or co-worker for any reason is prohibited. In addition, harassment based on such factors as race, color, sex, national origin, age, disability, sexual orientation or religion is unlawful, and may subject the harasser to personal liability.

Sexual harassment is defined under federal (and state) law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either an implicit or explicit condition of employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- The harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creating a work environment, which is intimidating, hostile or offensive to the employee.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to verbal, physical or visual contact that is not welcome and that is offensive, including sexual advances or propositions; derogatory comments, slurs or jokes; sex-oriented kidding; comments about a person's body; suggestive touching, brushing, pinching or other bodily contact; sexual gestures; or the inappropriate display of sexually explicit objects, pictures, cartoons or posters.

Any manager, supervisor or other employee found by Apollo Professional Solutions, Inc., to have harassed another employee will be subject to appropriate discipline, up to and including termination.

Retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by Apollo Professional Solutions, Inc.

Any employee who believes that he or she or any other employee has been the subject of any form of harassment is urged to report the objectionable conduct immediately, in writing or verbally to:

Apollo Professional Solutions, Inc  
Attn: Kristen Madzarac – Human Resources  
29 Stiles Road, Suite 302  
Salem, NH 03079  
(603) 952-4895

They will take prompt investigatory, corrective and preventative action upon notice of any harassment complaint, assuring the confidential treatment of each complaint with total understanding of the severity of any harassment complaint. Also, they are available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

In addition, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies listed below. Using our complaint process does not prohibit you from filing a complaint with these agencies.

### **Massachusetts Commission Against Discrimination (MCAD)**

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

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

### **United States Equal Employment Opportunity Commission (EEOC)**

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

This policy on sexual harassment is an important document, which you must read and be familiar with. I acknowledge that I have read and understand Apollo's Policy and Procedures on Sexual Harassment.

Employee's Signature \_\_\_\_\_

Employee's Printed Name: \_\_\_\_\_

Employee's Position: \_\_\_\_\_ Date: \_\_\_\_\_

The Employee hereby acknowledges receipt of the forgoing.

Employer's Signature \_\_\_\_\_

Employer's Printed Name: \_\_\_\_\_

Employer's Position: \_\_\_\_\_

The Employer hereby acknowledges delivery of the forgoing.

Revised and Re-published May 2010