



Harassment Policy

D-tree is committed to maintaining a working environment that is free from sexual harassment and other types of discriminatory harassment. Sexual and other harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by this organization. Harassment training will be provided to employees and supervisors on an annual basis. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

“Sexual harassment” means sexual advances, requests for sexual favours, and 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; or (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.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances (physical touching or not); (2) requests for sexual favours in exchange for actual or promised job benefits such as favourable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Other Harassment

For purposes of this policy, “other harassment” is defined as verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of the individual’s race, color, gender, age, religion, creed, national origin, sexual orientation, mental or physical disability, marital status, veteran status, military service, citizenship, genetic and family medical history information or any other characteristic protected under applicable federal, state, or local law, and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment, or
- Has the purpose or effect of unreasonably interfering with an individual's work performance.

Some examples of such harassment are using epithets or slurs, making jokes or carrying out pranks that focus on a protected characteristic, and circulating or displaying written or graphic material that denigrates or shows hostility or aversion toward a person or group because of a protected characteristic.

All employees are expected to be aware of this policy and of the types of conduct that may constitute unlawful harassment, as well as of the avenues of assistance provided by D-tree for addressing complaints of sexual or other forms of harassment. These statements of policy are not designed or intended to limit D-tree's authority to discipline or take remedial action for all forms of unacceptable workplace conduct, regardless of whether that conduct satisfies the definition of harassment or discrimination under this policy.

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counselling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

If any of our employees believes that he or she has been subjected to sexual or other harassment, the employee has the right to file a complaint with D-tree. This may be done in writing or orally. If you would like to file a complaint you may do so by contacting your supervisor, the administrative contact closest to your work post and / or a member of the management team you feel comfortable with. You may also send a notice to complaints@d-tree.org which will be handled confidentially by the HR Manager. In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with any of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies.

For our employees located in Massachusetts:

- The United States Equal Employment Opportunity Commission ("EEOC"). The EEOC's contact information can be found here: <https://www.eeoc.gov/field/boston/index.cfm>.
- The Massachusetts Commission Against Discrimination ("MCAD"). The MCAD's contact information can be found here: <https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>.

For our employees located in New Hampshire:

- The EEOC. The EEOC's contact information can be found here: <https://www.eeoc.gov/field/boston/index.cfm>

- The New Hampshire Commission for Human Rights:
<https://www.nh.gov/hrc/index.html>

For our employees located in Maryland:

- The EEOC. The EEOC's contact information can be found here:
<https://www.eeoc.gov/field-office/baltimore/location>

For our employees located in Washington, D.C.:

- The EEOC. The EEOC's contact information can be found here:
<https://www.eeoc.gov/field/washington/index.cfm>.
- The D.C. Office of Human Rights ("OHR"). The OHR's contact information can be found here: <https://ohr.dc.gov/service/file-discrimination-complaint>.

For our employees located in Virginia:

- The EEOC. The EEOC's contact information can be found here:
<https://www.eeoc.gov/field-office/richmond/location>
- The Virginia Department of Behavioural Health and Human Rights;
<https://dbhds.virginia.gov/quality-management/human-rights>