339: Harassment, Policy Against

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Section: Human Resources
Subject: Harassment, Policy Against
Approved by: Tony Massey
Effective Date: 9 January 2017
Last Reviewed Date: 19 December 2022
Policy Owner: Director of Human Resources

Policy

Purpose

Massey Services, Inc. is committed to providing a work environment that is free from discrimination. In keeping with this commitment, we maintain a strict policy prohibiting any kind of unlawful harassment or discrimination. Harassment is unwelcome conduct based on race, color, sex, religion, national origin, disability, age or any other protected category. Harassment becomes unlawful where: (1) enduring the offensive conduct becomes a condition of continued employment, or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive. This policy prohibits harassment in any form, such as verbal, physical and visual harassment.

Examples

Examples of sexually harassing conduct include:

1. Unwelcome sexual flirtations, touching, advances or propositions
2. Verbal abuse of a sexual nature
3. Graphic verbal comments about an individual's body
4. Sexually degrading words or gestures

5. The display in the workplace of sexually suggestive objects or pictures
6. Text messages, emails or any other inappropriate electronic communications

Examples of other types of harassment include:

1. Nicknames pertaining to any ethnic, religious, or age characteristics or stereotypes
2. Racial, ethnic, age or religious jokes
3. Signs, text messages, emails, electronic communications of any kind, magazines or bulletin board notices that are found offensive by a protected minority
4. Use of any racial slurs

Any Team Member who believes he or she has been harassed by a coworker, supervisor, customer or agent of Massey Services, Inc. should promptly report the incident or incidents to their Manager, the Director of Human Resources or any member of the Human Resources Department. Managers should immediately report any complaints of discrimination or harassment to the Human Resources Department.

The company will conduct a prompt investigation. All actions taken to resolve complaints of harassment through internal investigations will be conducted as confidentially as possible. Any Manager or other Team Member who is found, after appropriate investigation, to have engaged in harassment of another Team Member will be subject to disciplinary action, up to and including termination. Team Members who utilize the complaint procedure outlined in this policy will not be retaliated against and will not have their employment adversely affected by making such a complaint.

If you have any questions concerning this policy, please feel free to contact the Human Resources Department. Please remember, it is your responsibility to report potentially harassing conduct; do not assume that management is aware of any potentially harassing behavior unless you inform us of it.

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