

# Maynard Parks and Recreation Department

## Harassment/Bully Policy:

The Maynard Parks and Recreation Department is committed to maintaining an environment free of harassment and/or bullying based on race, color, sex, religion, national origin or sexual orientation, age or disability. Harassment/bullying by administrators, certified and support staff, participants, volunteers, vendors, coaches and all other individuals before/during/after our departments programs or our sponsored or related events is unlawful and is strictly prohibited. We require all participants, staff and others to conduct themselves in an appropriate manner with respect to their fellow participants, staff and all members of the Maynard community.

Harassment includes communications such as jokes, comments, innuendoes, notes, emails, display of pictures or symbols, gestures or other conduct which offends or shows disrespect to others based upon race, color, religion, sex, national origin, age, sexual orientation or disability.

By law, what constitutes harassment/bullying is determined from the perspective of a reasonable person with characteristics on which the harassment/bully is based. What one person may consider acceptable behavior may reasonably be viewed as harassment/bully by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individual. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

In addition, retaliation against any individual who has brought harassment/bully or other inappropriate behavior to the attention of the “department” or police, or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Maynard Parks and Recreation Department.

Persons who engage in any harassment, bullying or retaliation may be subject to disciplinary actions including, but not limited to termination/expulsion or other sanctions as required by the Maynard Police Department, subject to applicable procedural requirements.

Any individual, who believes he/she has been harassed or bullied, or who has witnessed or learned about the harassment/bullying of another person in the Recreation environment, should inform the appropriate building/police personal as soon as possible.

All employees/volunteers of the Maynard Parks and Recreation Department must respond to the suspected harassment/bully and to complaints by participants by notifying the committee and /or police department and are expected to take every report seriously.

The Maynard Parks and Recreation Department will promptly notify the Maynard Police Department, who will investigate all complaints on their behalf and will take appropriate actions upon completion of their investigation to insure it is not repeated. Confidentiality will be maintained to the extent consistent with the departments obligations under the law.

In certain cases, the harassment/bullying of a participant may constitute child abuse under Massachusetts' Law ch.119, sec51A. The Maynard Parks and Recreation Department will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the Maynard Police Department or the Department of Social Services.

Any employee or participant who prevents or attempts to prevent an individual from making a complaint of harassment/bullying, or who fails to cooperate with or interferes in any way with the investigation of such complaint, may be subject to actions by the Maynard Police Department.

The purpose of this policy is to encourage a level of civility which reflects the values of The Town of Maynard and it's citizens.

October, 2010