

5.3 Sexual and Other Harassment

Sexual and other harassment of employees of DATTCO is prohibited by Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), and the Americans with Disabilities Act of 1990 and state law. It is the policy of DATTCO to comply with the requirements of state and federal law.

Harassment is unwelcome conduct that is based on an individual's race, color, religion, age, (including pregnancy) sex, sexual orientation, marital or civil union status, national origin, ancestry, past or present history of mental disorder, mental retardation, or learning or physical disability, genetics or military status. 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. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

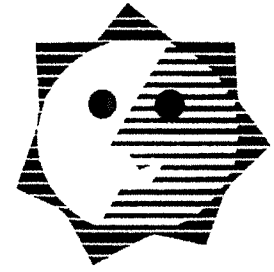
Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures and interference with work performance.

Sexual harassment, a form of prohibited conduct, means any unwelcome sexual advance, requests for sexual favors or other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual; or 3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexually harassing and other forms of harassment conduct includes, but is not limited to:

- Verbal conduct such as suggestive or offensive comments, lewd remarks, and sexual propositions either said directly to someone or in another employee's presence.
- Non-verbal conduct such as derogatory or pornographic displays, cartoons or drawings, or sexual gestures
- Physical conduct such as touching, kissing, patting, brushing up against someone, or assault
- Harassment between employees, supervisors, vendors or customers.

DATTCO



5.4 Discrimination and Harassment Complaint Procedure

DATTCO prohibits discrimination in the workplace. Employment decisions at DATTCO are based only on job-related criteria. All personnel actions or programs that affect qualified individuals such as employment, upgrading, demotion or transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, will be made without discrimination.

DATTCO makes, and will continue to make, reasonable accommodations to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodations would impose an undue hardship on DATTCO business.

If you believe you have been discriminated against or harassed in any manner, you should immediately contact your supervisor, the Human Resources Department, or in cases of sexual harassment, the Company's Sexual Harassment Officers. All complaints of sexual and/or other harassment will be treated as confidential, except as appropriate or necessary to investigate the complaint.

DATTCO will not tolerate any retaliation against any complaining employee or witness. Any supervisor who is aware of possible harassment must immediately bring it to the attention of the Human Resources Department. Individuals found to have engaged in harassment will receive appropriate disciplinary and corrective action, up to and including termination.

In accordance with applicable law, DATTCO's plan of affirmative action is available for inspection in the Human Resources Department during regular business hours upon request



SEXUAL HARASSMENT IS ILLEGAL

and is prohibited by

**The Connecticut Discrimination Employment Practices Act, and
Title VII of the Civil Rights Act of 1964**

Sexual harassment means: "Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Individuals who engage in acts of sexual harassment may be subject to civil and criminal penalties.

Examples of Sexual Harassment	Remedies For Sexual Harassment
<ul style="list-style-type: none">• Unwelcome sexual advances• Suggestive or lewd remarks• Unwanted hugs, touches, or kisses• Requests for sexual favors• Retaliation for complaining about sexual harassment• Derogatory or pornographic posters, cartoons or drawings	<ul style="list-style-type: none">• Cease and desist orders• Back pay• Compensatory damages• Hiring, promotion or reinstatement• Emotional distress damages

Connecticut law requires that a written complaint be filed with the Commission within 300 days of the date the alleged harassment for events occurring on or after October 1, 2019. For harassment occurring before October 1, 2019, complaints must be filed within 180 days of the harassment.

If you feel you have been discriminated against, contact the Connecticut Commission on Human Rights and Opportunities at 860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO

Discrimination is Illegal

Connecticut law prohibits discrimination in

EMPLOYMENT

On the basis of

age
ancestry
color
genetic information
learning disability
marital status
past or present history of mental disability
intellectual disability
national origin
physical disability
race
religious creed
sex, including pregnancy, sexual harassment,
transgender status, gender identity or expression,
sexual orientation or civil union status
workplace hazards to reproductive systems
criminal record (in state employment and licensing)
Veteran status

In

recruiting
hiring
referring
classifying
promoting
advertising
discharging
training
laying off
compensating
terms and conditions
employers
employment agencies
labor organization

By

Connecticut law prohibits discrimination in

HOUSING & PUBLIC ACCOMMODATIONS

On the basis of

age
ancestry
breastfeeding in a place of public accommodation
color
familial status (in housing)
lawful source of income
learning disability
marital status
mental disability
intellectual disability
national origin
physical disability
race
religious creed
sex, transgender status, gender identity or expression, sexual orientation or civil union status
use of a guide dog/training a guide dog
Veteran status

In

services rendered the public
rentals and sales of public and private housing

If you believe you have experienced illegal discrimination, the CT Commission on Human Rights will investigate without cost to you. It is illegal for anyone to retaliate against you for filing a complaint. For assistance contact:

Connecticut Commission on Human Rights & Opportunities
Southwest Region
West Capitol Region
Capitol Region
Eastern Region
Administrative Office

350 Fairfield Avenue, Bridgeport, CT 06604
55 West Main Street, Suite 210, Waterbury, CT 06702
450 Columbus Blvd Suite 2, Hartford, CT 06103
100 Broadway, Norwich, CT 06360
450 Columbus Blvd Suite 2, Hartford, CT 06103

website: www.state.ct.us/chro

Connecticut law prohibits discrimination in

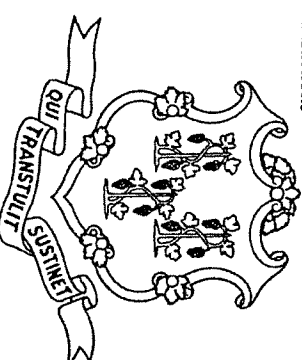
CREDIT TRANSACTIONS

On the basis of

age
ancestry
blindness
color
learning disability
marital status
intellectual disability
national origin
physical disability
race
religious creed
sex, transgender status, gender identity or expression, sexual orientation or civil union status
Veteran status

In

loans
mortgages
any credit transactions



This notice provides general information about Connecticut law and is not to be considered as equivalent of the complete text.

<i>Telephone</i>	203-579-6246	<i>TDD</i>	203-579-6246	<i>FAX</i>	203-579-6950
	203-805-6579		203-805-6579		203-805-6559
	860-566-7710		860-566-7710		860-566-1997
	860-886-5703		860-886-5707		860-886-2550
	860-541-3400		860-541-3459		860-246-5419

FAIR EMPLOYMENT IN MASSACHUSETTS

Applicants to and employees of private employers with 6 or more employees*, state and local governments, employment agencies and labor organizations are protected under Massachusetts General Laws Chapter 151B from discrimination on the following bases:

RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, GENETIC INFORMATION, ANCESTRY, MILITARY SERVICE

M.G.L. c. 151B protects applicants and employees from discrimination in hiring, promotion, discharge, compensation, benefits, training, classification and other aspects of employment on the basis of race, color, religion, national origin (including unlawful language proficiency requirements), age (if you are 40 years old or older), sex (including pregnancy), gender identity, sexual orientation, genetic information, ancestry, and military service. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose an undue hardship.

HARASSMENT

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (a) submission to or rejection of such advances, requests or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with a person's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. *The law also prohibits harassment based on the protected classes set forth above.*

PARENTAL LEAVE

The law requires employers to grant an employee who has completed an initial probationary period and has given two (2) weeks' notice of the anticipated date of departure and the employee's intention to return, at least eight (8) weeks of paid or unpaid leave for the purpose of childbirth, adoption of a child under 18, or adoption of a child under 23 years old if the child has a mental or physical disability.

DISABILITY

M.G.L. c. 151B prohibits discrimination on the basis of disability, a record of disability or perceived disability, in hiring, promotion, discharge, compensation, benefits, training, classification and other aspects of employment. Disability discrimination may include failing to reasonably accommodate an otherwise qualified person with a disability.

RETALIATION

It is illegal to retaliate against any person because s/he has opposed any discriminatory practices or because s/he has filed a complaint, testified, or assisted in any proceeding before the Commission. It is also illegal to aid, abet, incite, compel or coerce any act forbidden under M.G.L. c. 151B, or attempt to do so.

DOMESTIC WORKERS

M.G.L. c. 151B prohibits discrimination and harassment against certain domestic workers where the employer has one (1) or more employees.* While some exclusions apply, domestic workers generally include individuals paid to perform work of a domestic nature within a household on a regular basis, such as housekeeping, housecleaning, nanny services, and/or caretaking. Employers are prohibited from engaging in sexual harassment and harassment and/or discrimination based on the protected classes described above, i.e. race, color, etc. Domestic workers are also entitled to parental leave.

CRIMINAL HISTORY INQUIRIES

The law prohibits employers from asking applicants on an initial employment application for any criminal background information unless an exemption by statute or regulation exists.

MENTAL HEALTH FACILITY ADMISSION INQUIRIES

Employers may not refuse to hire or terminate an employee for failing to furnish information regarding his/her admission to a facility for the care and treatment of mentally ill persons. An employment application may not seek information about an applicant's admission to such a facility.

IF YOU HAVE BEEN DISCRIMINATED AGAINST

If you feel you have been harassed or discriminated against, you should immediately file a charge of discrimination with the **Massachusetts Commission Against Discrimination**, www.mcad.gov, at one of the offices below.

An agreement with your employer to arbitrate your discrimination claim(s) does not bar you from filing a charge of discrimination.

Boston Office: 1 Ashburton Pl., Suite 601, Boston, MA 02108 – P: 617-994-6000 F: 617-994-6024

New Bedford Office: 800 Purchase St., Room 501, New Bedford, MA 02740 – P: 508-990-2390 F: 508-990-4260

Springfield Office: 436 Dwight St., Room 220, Springfield, MA 01103 – P: 413-739-2145 F: 413-784-1056

Worcester Office: 484 Main St., Room 320, Worcester, MA 01608 – P: 508-453-9630 F: 508-755-3861

For more information, please see our website: www.mass.gov/mcad/

SEXUAL HARASSMENT IS AGAINST THE LAW



Sexual harassment is a form of discrimination that occurs when an individual makes unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature against his or her wishes.

The harasser can be

- a supervisor
- an agent of the employer
- a supervisor in another area
- a co-worker
- a non-employee
- the same sex as the victim

Sexual harassment occurs when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment is a violation of state and federal laws.

The prohibition against sexual harassment does not only apply to employers . It also applies to labor organizations, employment agencies, and to individuals who aid and abet an unlawful employment practice.

Report incidents of harassment to:

Name: Mary Berger

Address: 383 Summit
New Britain, CT 06051

Phone: 860-229-4578 x4678

E-mail: Mary.Berger@dataco.com

**If you believe you are or have been
the victim of sexual harassment,
contact:**

**RHODE ISLAND COMMISSION
FOR HUMAN RIGHTS**

**180 Westminster Street, Third Floor
Providence, RI 02903**

401-222-2661

TDD: 401-222-2664

Fax: 401-222-2616

www.richr.ri.gov