



TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 929-6611
Fax (978) 929-6342

Town Manager's Office

January 18, 2012

TO: Employees of the Town of Acton

Our modern high tech society has significantly changed the way people communicate with each other. Face to face or written communication is all that was available not too long ago. A wide variety of media is available today and this vastly increases the chances that something we do could be the source of harassment to our employees. This means that we need to be very careful in what we do or say to avoid offending others. They could be offended by messages left on voice-mail, sites on the Internet, facsimile messages or E-mail as well as older forms of communication.

Regardless of the source, all employees of the Town should work in an environment free from any form of illegal harassment. All of you should have a safe and positive environment in which to be productive. Any harassment, including sexual harassment, is a behavior that is unacceptable in the work place and will not be tolerated.

If you think that you have been a victim of harassment, please inform us immediately and action will be taken. The Anti-Harassment Policy that is attached provides additional information in regards to sexual harassment.

If you need further assistance on this policy, please stop by the Human Resources Department.

Best Regards,



Steven L. Ledoux
Town Manager