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| Human Resources Division letterhead that reads The Commonwealth of Massachusetts Executive Office for Administration and Finance Human Resources Division One Ashburton Place, Boston, MA 02108 Charles D. Baker, Governor, Karyn E. Polito, Lieutenant Governor, Karen Lepore, Secretary, Ronald J. Arigo, Chief Human Resources Officer |
| **memorandum**TO:         Executive Branch EmployeesDATE:    February 7, 2017RE:         Action Required: Sexual Harassment Policy for Commonwealth of Massachusetts Employees –               Review |
| It is the goal of the Commonwealth of Massachusetts to promote a workplace that is free of sexual harassment.  To that end, I ask that all Executive Branch employees review the *Sexual Harassment Policy for Commonwealth of Massachusetts Employees* within the next 30 days so that all employees will fully understand their responsibilities to maintain a workplace free from sexual harassment.  The Sexual Harassment Policy has been made available through the PACE Learning Management System (LMS).   Log into [PACE](http://www.PACE.state.ma.us).  Go to the Student Learning Center and search the Course Catalog using the keywords **“Sexual Harassment Policy 2017”.**If you are logging into PACE for the first time and need assistance, view [PACE job aids](http://www.mass.gov/anf/docs/hrd/td/pace/pace-job-aids-student.doc).  If you are unable to access the Policy through PACE, your agency will provide you with a printed copy.To find the Sexual Harassment Officer for your agency, view the  [Sexual Harassment Officer List](http://www.mass.gov/anf/docs/hrd/policies/sexual-harassment-officer-list-2-1-2017.xls). If you have questions, contact Melissa Thomson at (617-878-9888) or by email at Melissa.Thomson@MassMail.State.MA.US. |