

## **NDAO Civil Rights Grievance Policy**

The Norfolk District Attorney's Office (NDAO) shall not harass and/or discriminate in providing services to individuals on the basis of race, color, creed, sex, religion, age, national origin or ancestry, handicap or disability, genetics, veteran status and national guard or reserve unit obligations, sexual orientation, gender identity or identification or any other characteristic protected by federal, state, or local law. All such discrimination is unlawful and prohibited by the NDAO.

### ***Complaints of Sexual Harassment or Discrimination***

If any individual believes he or she has been subjected to harassment or discriminatory conduct by the NDAO, the individual has a right to file a complaint with the NDAO. This may be done in writing by contacting the following individuals:

**Sara Ackerman**  
**Director of Human Resources**  
45 Shawmut Road, Canton, MA 02021  
tel. 781-830-4857  
fax: 781-830-4808  
email: [Sara.Ackerman@mass.gov](mailto:Sara.Ackerman@mass.gov)

**Margaret R.S. Krippendorf**  
**First Assistant District Attorney**  
45 Shawmut Road, Canton, MA 02021  
tel. 781-830-4830  
fax: 781-830-4808  
email: [Margaret.Krippendorf@mass.gov](mailto:Margaret.Krippendorf@mass.gov)

The above individuals are also available to discuss any concerns and to provide information about the NDAO's complaint process.

### ***State and Federal Remedies***

In addition to the above, any individual who believes they have been subjected to harassment and/or discrimination by the NDAO may file a formal complaint with either or both of the government agencies set forth below. Using the NDAO's complaint process does not prohibit an individual from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 300 days). A state charge MUST be filed within 180 days of the last date of discrimination. (Under certain circumstances a charge may be filed up to 300 days from the date of alleged discrimination).

The United States Equal Employment Opportunity Commission ("EEOC")  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
Tel. 1-800-669-4000  
[www.eeoc.gov/boston](http://www.eeoc.gov/boston)

The Massachusetts Commission Against Discrimination ("MCAD")  
One Ashburton Place  
Sixth Floor, Room 601  
Boston, MA 02108  
Tel. 617-994-6000  
[www.mass.gov/mcad/](http://www.mass.gov/mcad/)