



# Maine Developmental Disabilities Council

## Freedom from Harassment and Discrimination

MDDC expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of MDDC's employees to perform their job duties may result in discipline up to and including discharge.

Discrimination includes, but is not limited to: making any employment decision or employment related action on the basis of race, color, religion, creed, age, sex, disability, national origin, marital or veteran status, or any other status protected by applicable law.

Harassment is prohibited in any form, including jokes, slurs, comments, graphics, emails or any other speech or behavior that creates an intimidating, hostile or offensive work environment based on an individual's race, color, religion, sex, national origin or ancestry, citizenship, age, disability, marital status, sexual orientation, gender identity or any other class or status protected by law.

Sexual harassment is a form of prohibited sex discrimination. The Equal Employment Opportunity Commission has issued guidelines under Title VII of the Civil Rights Act of 1964 concerning sexual harassment. The guidelines state that unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment 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 unreasonably interfering with an individual's work performance or of creating an intimidating, hostile or offensive work environment.

Sexual harassment refers not only to physical conduct, but also to verbal requests, demands or comments, whether they are face-to-face, in writing, on the telephone, by electronic mail or the Internet. Sexual harassment may involve individuals of the same or different genders and is prohibited whether directed toward men or women and regardless of whether the targeted individual accepts or rejects the advances or other offending behavior. Sexual harassment is unacceptable in the workplace and in other work-related settings, such as business trips or business meetings outside of the office. Sexual harassment includes, but is not limited to:

- (1) Verbal harassment (epithets, derogatory statements, jokes, threats, slurs);
- (2) Physical harassment (touching, pinching, assault, physical interference with one's work or movement);
- (3) Visual harassment (posters, cartoons, calendars, pictures, drawings); or
- (4) Sexual innuendo and demands for sexual favors (unwelcome sexual statements or advances).

## **Reporting Harassment and Discrimination**

Any MDDC employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her supervisor or the Executive Director. MDDC will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the company will take appropriate action based on the outcome of the investigation. No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee wishes to file a grievance he or she may do so with the Maine Human Rights Commission consistent with state law.