

# ACTEM Diversity, Harassment and Discrimination Policy



## Diversity Statement

Association of Computer Technology Educators of Maine (ACTEM) deeply values and is committed to diversity. We honor the differences among us, knowing that those differences strengthen and enhance not only our experience while at ACTEM but our community as well. In this way, we can utilize our diverse backgrounds, skills, and perspectives to create a culture of inclusion.

ACTEM seeks people from *all* segments of the community for *all* job levels and volunteer positions and actively supports the development of employees and volunteers for personal growth and internal advancement opportunities.

ACTEM is an equal opportunity employer and makes employment and volunteer decisions on the basis of merit. We want to have the best available individuals in every job and volunteer position.

## Harassment and Discrimination Policy

ACTEM strongly disapproves of and will not tolerate the sexual harassment and unlawful discrimination of any employee, visitor, customer, or volunteer.

ACTEM believes all individuals have the right to work and volunteer in an environment free of sexual harassment and discrimination based on race or color, sex, sexual orientation, gender identity, pregnancy-related condition, physical or mental disability, religion, age, genetic information, ancestry or national origin.

Sexual harassment is a form of misconduct that is a violation of Section 4572 of the [Maine Human Rights Act](#) and that undermines the integrity of the employment relationship or the volunteering environment. In any employment or volunteer context, sexual harassment can be defined as the attempt to control, influence or affect the career, salary or job of an individual in exchange for sexual favors or the creation of an intimidating, hostile or offensive working or volunteering environment based on unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. The following is the Maine Human Rights Commission's regulatory definition of sexual harassment:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

c) 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.

Examples of sexual harassment are: 1) repeated unwelcome sexual flirtations, advances, gestures, comments, or propositions; 2) continued or repeated verbal abuse of a sexual nature; 3) graphic or degrading comments about an individual or his/her/their appearance; 4) the display of sexually suggestive objects or pictures or jokes; 5) any offensive physical contact; and 6) any retaliation or threat of retaliation against one who has made a complaint of harassment. In addition, no one should suggest, imply or threaten that an applicant or employee's "cooperation" of a sexual nature (or refusal thereof) will have any effect on the individual's employment, assignment, compensation, advancement, career development, or any other condition of employment.

Any employee, volunteer (including directors and officers), visitor, or constituent of ACTEM who feels that s/he/they has been subject to sexual harassment or unlawful discrimination, or who has observed or learned of such incidents directed toward others, should immediately report the incident or incidents to the Executive Director, or if the Executive Director is involved, to the President. ACTEM will make a thorough investigation of any alleged incident. The investigation will be kept confidential to the greatest extent practical, and as consistent with legal obligations. Any employee or volunteer who is determined, after investigation, to have engaged in sexual harassment or discrimination will be subject to appropriate sanctions up to and including termination or dismissal as a volunteer, including, if applicable, removal from the Board of Directors.

In addition, employees may file a complaint of sexual harassment or unlawful discrimination directly with the Maine Human Rights Commission at State House Station 51, Augusta, Maine 04333, (207) 624-6290 (see also <https://www.maine.gov/mhrc/file> for more information and a link to an online complaint form). Any employee wishing to make a complaint directly to the Maine Human Rights Commission must do so within 300 days of the alleged incident or incidents.

Although ACTEM's policy on discrimination and harassment applies to volunteers, ACTEM and its volunteers understand that ACTEM is not extending any employee rights to volunteers, including the right to bring an action based on federal, state or local discrimination or harassment laws.

Employees are protected by law from retaliation for filing a complaint of sexual harassment or discrimination with the Commission. There will be no retaliatory measures taken against any employee who makes a complaint of sexual harassment or discrimination.

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This Policy was approved by a majority of Directors present at a regularly scheduled meeting of the Board of Directors of ACTEM at which a quorum existed, pursuant to the applicable provisions of the Maine Revised Statutes Annotated and the Bylaws of the Corporation.

**Employee and Volunteer Acknowledgement:** This acknowledges that I have received a copy of ACTEM's Diversity, Harassment and Discrimination Policy. I acknowledge that I am expected to read, understand, and adhere to this statement and policy. I understand that if I have questions regarding the contents of this policy, I should ask ACTEM's Executive Director or Board President for clarification.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name