

# Non-Discrimination, Reasonable Accommodation, Harassment and Pronoun Policy Language for incorporation in the revised Eastport Personnel Policy.

Approved by City Council January 9, 2024

## **Non-Discrimination and Equal Employment Opportunity**

The City of Eastport is an Equal Opportunity Employer and does not discriminate against any employee or applicant because of race, color, sex, sexual orientation, gender identity, physical or mental disability, religion, age, ancestry, national origin, familial status, veteran status, or in any other manner that violates the law.

The City's policy on non-discrimination extends to all employment decisions and personnel actions including recruitment, hiring, training, promotion, transfer, compensation, benefits, and all other terms and conditions of employment.

Compliance with this Non-Discrimination and Equal Employment Opportunity policy is the responsibility of all City employees. Any employee with questions or concerns regarding discrimination or equal opportunity is encouraged to raise these issues or concerns with the City Manager. Any employee that violates this policy is subject to disciplinary action, up to and including termination from employment.

## **Reasonable Accommodations**

The City complies with all federal and State laws regarding reasonable accommodations to qualified employees. Employees who need reasonable accommodations in the workplace as a result of the employee's disability, pregnancy, childbirth, or pregnancy or childbirth-related conditions should notify Human Resources. In response and depending on the circumstances, the City may request documentation from the employee's medical provider. Other times, the City may not need or request medical documentation.

Appropriate City personnel will meet with the employee to discuss the employee's medical restrictions and to review the employee's job duties. The City and the employee will mutually determine what reasonable accommodations the City can provide to the employee. Once determined, the City will document the reasonable accommodations and place that information in the employee's protected medical file.

Attest:   
City Clerk  
1-15-2025

## **Harassment and Sexual Harassment**

Employees may not physically, psychologically, or verbally harass another individual. Harassment is disruptive and can interfere with business. Such actions create an intimidating or offensive environment and reduce productivity.

Sexual harassment is unlawful and against City policy. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature. Sexual harassment occurs when submission to or rejection of unwanted sexual conduct is used as the basis for employment decisions, or when unwelcome sexual conduct creates an intimidating, offensive or hostile working environment.

Examples of sexual harassment include, but are not limited to:

1. Sexual touching, advances or propositions;
2. Verbal abuse of a sexual nature;
3. Graphic or suggestive comments about an individual's dress or body;
4. Sexually degrading words to describe an individual;
5. Display in the workplace of sexually suggestive objects or pictures, including nude photographs.

If you believe you have been the subject of harassment because of the actions of a supervisor, another employee or a non-employee, immediately report the incident to your supervisor or Human Resources.

All complaints will be investigated promptly. Confidentiality will be protected to the extent reasonably possible. Any employee, supervisor, or manager who is found to have engaged in harassment of another employee will be subject to appropriate disciplinary action up to, and including, termination.

Retaliation against any employee for filing a complaint or participating in an investigation is prohibited. In addition, employees should be aware that the Maine Human Rights Commission is the state agency charged with the responsibility of enforcing Maine's anti-discrimination laws. The Maine Human Rights Commission can be contacted at the following address and number:

Maine Human Rights Commission  
State House Station 51  
Augusta, Maine 04333  
(207) 624-6290

### **Use of Preferred Names and Pronouns**

The City is committed to providing a workplace free from discrimination and harassment. To support this endeavor, the City requires all employees to use an individual's preferred name and pronouns.

Employees comfortable doing so should feel free to share their own preferred name and pronouns with their colleagues and others. Employees wishing for assistance in communicating their preferred name or pronouns should reach out to their supervisor or Human Resources.

Any employee who intentionally or repeatedly fails to use an individual's preferred name or pronouns will be subject to disciplinary action, up to and including termination from employment. Employees with concerns regarding an individual's failure to use preferred names or pronouns should refer to the complaint procedure contained in the City's Harassment policy for information on reporting that concern.

All people participating in City business should be addressed by City officials, staff, and volunteers by the individual's determined name and pronouns. City officials, staff, and volunteers will be diligent and make a concerted effort in this regard. If an individual corrects your usage of their name and/or pronouns, please briefly apologize and resume the interaction with the correct usage. City officials, staff, and volunteers may refer to or inquire about an individual's legal and/or prior names and/or gender if necessary for conducting the individual's business with the City.