

Policy #:
Effective Date:
Board Approval:

NONDISCRIMINATION/EQUAL OPPORTUNITY POLICY

The Autism Society of Maine shall pursue a policy of nondiscrimination in all employment actions, practices, procedures, and conditions of employment.

1. Employment decisions will be based on the principles of equal employment opportunity. Unless a bona fide occupational qualification exists, recruitment, testing, selection, and promotion will be administered without regard to race, color, sex, sexual orientation, marital status, age, religion, ancestry or national origin, status as a veteran, disability, or any other legally protected characteristics.
2. Further, personnel actions and conditions of employment, such as compensation, benefits, layoffs, job assignments, employee development opportunities, and discipline shall be administered without regard to race, color, sex, sexual orientation, marital status, age, religion, ancestry or national origin, status as a veteran, disability, or any other legally protected characteristics.
3. Reasonable accommodations will be made for any qualified individual, applicant, or employee, in accordance with the provisions of the Maine Human Rights Act and the Americans with Disabilities Act.
4. Managers and supervisors are responsible for awareness of, and response to, potential discriminatory situations. Employees are required to cooperate fully with the investigation and/or resolution of any discrimination complaint. Managers and supervisors are required to actively prevent and correct retaliation or harassment toward any employee who has been involved in the filing, investigation, or resolution of a discrimination claim.
5. The Executive Director will address, and attempt to resolve, employee complaints regarding discrimination, retaliation and harassment as expeditiously as possible. Supervisors and managers are required to contact the Equal Employment Opportunity (EEO) Coordinator if they receive a complaint of any nature.
6. This policy shall not be construed to prohibit any employment action or policy that is required by federal law, rule, or executive order.

Responsibility for the implementation, monitoring, and recordkeeping of the EEO Program has been assigned to Linda Belanger, The Autism Society of Maine's EEO Coordinator. The EEO Coordinator is also responsible for providing technical assistance to applicants and employees.