



## UMC HARASSMENT POLICY

United Midcoast Charities opposes harassment. We are committed to preventing such conduct in our workplace and in any interactions/communications among or between Board members, employees, and volunteers.

It is against our policy, and it is illegal under state and federal law, for any Board member, employee, or volunteer, to engage in harassment of another Board member, employee(s), or volunteer(s) based on characteristics or status of gender, sexual orientation, sexual identity, race, color, ethnicity, age, disability, religion, or any other protected status. UMC is committed to taking prompt action to identify and stop harassment if and when it occurs.

Sexual harassment is likewise illegal and against UMC policy. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to that conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual; or (3) the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include conduct toward a Board member, employee, or volunteer of United Midcoast Charities from a third party with whom the UMC person must interact as part of their employment or service, such as a client, vendor, or employee of another organization or business. Just as Board members, employees, and volunteers should not be exposed to, tolerate, or condone sexual harassment from a co-worker or another UMC individual, third party harassment is unacceptable and subject to this policy. United Midcoast Charities will take appropriate and prompt action to stop harassment from any third party who has been found to have harassed a UMC Board member, employee, or volunteer.

Some examples of sexual harassment include but are not limited to:

- Explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties) on the provision of sexual favors;
- Touching or grabbing a sexual part of an employee's body;
- Touching or grabbing any part of an employee's body after that person has indicated, or it is known or should be known, that such physical contact was unwelcome;
- Continuing to ask an employee to socialize on or off-duty when that person has indicated they are not interested;

- Displaying or transmitting sexually suggestive images, objects, graphics, videos or content;
- Texting, emailing, writing or otherwise sending sexually suggestive communications if it is known or should be known that the intended recipient does not welcome such behavior;
- Referring to or calling a person or persons a sexualized name;
- Regularly telling sexual jokes or using sexually vulgar or explicit language;
- Gestures, body language or other non-verbal conduct that is sexually suggestive and offensive;
- Derogatory or provoking remarks relating to an employee's sex, gender, or sexual orientation;
- Off-duty conduct that falls within the definition of illegal harassment and affects the work environment; and
- Retaliation of any kind against someone who has filed or supported a complaint of sexual harassment, including ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.

Board members, employees, and volunteers at every level of United Midcoast Charities have a stake in preventing harassment of any kind. It is in every UMC individual's interest to avoid engaging in, refuse to tolerate, and not condone illegal harassment.

In addition to being unlawful and against United Midcoast Charities' policy, harassment has a negative effect on productivity, job satisfaction, team work, and an individual's sense of physical and emotional well-being. Its impact on those who experience it can be severe. The consequences of engaging in harassment include serious discipline, up to and including termination of employment or service. United Midcoast Charities expects and requires all Board members, employees, and volunteers to treat each other with respect and professionalism. Conduct that may not rise to the level of illegality may nevertheless fall below United Midcoast Charities' standards and expectations and, as such, may result in discipline.

What to do if you think you or another UMC individual is being harassed:

Board members, employees and volunteers with concerns or complaints should submit their concerns in writing directly to the Governance Chair who is responsible for ensuring that all complaints are investigated and resolved. The Governance Chair within 48 hours will advise the Governance Committee members of the complaint and coordinate with the committee members the investigation and resolution of the complaint. If the complaint is received verbally by the Governance Chair, that person will write up the complaint, have it signed by the complainant, and proceed with notifying the Governance Committee members. The Governance Chair will immediately notify the President and the Treasurer of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

What United Midcoast Charities will do if harassment occurs:

Any Board member, employee, or volunteer who has been found by UMC to have harassed another UMC individual will be subject to sanctions appropriate to the circumstances, ranging from a verbal warning up to and including dismissal/removal. The Governance Chair will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation within 48 hours of receipt. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Maine Human Rights Commission

While United Midcoast Charities has an effective complaint process and acts promptly to address any concern or complaint of illegal harassment by any employee, employees have the legal right to file a complaint of sexual harassment with the Maine Human Rights Commission and are protected by law from retaliation for exercising this right:

Maine Human Rights Commission State House Station #51  
Augusta, Maine 04333  
(207) 624-6050