



Prohibition against Harassment & Retaliation Prevention Agreement

This document summarizes the Maine Human Rights Act, laws enforced by the Federal Equal Employment Opportunity Commission, and policies of Southern Maine Agency on Aging that prohibit sexual and other forms of harassment in the workplace. The Agency will not tolerate bullying, and workplace violence or harassment based on gender identity, sexual orientation, transgender status, genetic information, marital status, amnesty or status as a covered veteran, race, color, religion, national origin, age or disability. An employee/volunteer will be subject to disciplinary action, including dismissal, for violation of these laws and policy. To view these laws and policy, see <http://www.smaa.org/volunteer>

The policy's protections apply two ways:

1. You have a right not to be harassed by any volunteer, staff member, or client of the Agency.
2. Volunteers, staff members, and clients of the Agency have a right not to be harassed by you.

What kinds of conduct are prohibited?

1. Display of suggestive objects or pictures, and requests to see suggestive pictures of another person.
2. Jokes of a sexual nature; suggestive or lewd remarks.
3. Pressure to date a supervisor or other staff, unwelcome flirtation or sexual advances, and requests for sexual favors.
4. Unwelcome hugging, kissing, or touching. Contact should be kept to a handshake.
5. Degrading or suggestive comments about appearance, clothing, anatomy, gender identity, sexual orientation, transgender status, genetic information, marital status, amnesty or status as a covered veteran, race, color, religion, national origin, age or disability.
6. Retaliation against one who has made a complaint of harassment.

It is considered sexual harassment when:

- An employee or volunteer is forced to submit to such conduct (described above) either explicitly or implicitly as a term or condition of his or her employment/volunteer opportunity;
- Employment decisions/volunteer placements are made on the basis of whether an employee/volunteer submits or rejects such conduct;
- Such conduct interferes with an employee's work or a volunteer's job performance or it creates an intimidating, hostile, or offensive environment.

Even if someone is joking, comments of a personal or sexual nature *may* bother another person, in which case such comments may be considered harassment. When in doubt, ask yourself: "Would I want my spouse, partner, child, sibling, or parent to be subjected to this behavior or comment?"

If you believe you have been harassed in any way, contact your volunteer program coordinator or the department supervisor.

By signing this Agreement, I acknowledge the following:

- I have read a description of the Maine Human Rights Act, laws enforced by the Federal Equal Employment Opportunity Commission, and the SMAA Policy that prohibit sexual and other forms of harassment (above) and agree to abide by their terms.
- I will contact my supervisor or his or her designee if I have questions concerning the information in this notice.

Employee/Volunteer Signature

Date

Send form to volunteer@smaa.org or mail to: Volunteer Services, Southern Maine Agency on Aging, Sam L. Cohen Center, 30 Barra Rd., Biddeford, ME, 04005