



Office of:

Selectmen
Town Manager
Assistant Town Manager
Treasurer
Tax Collector
Police Department
Fire Department

Telephone: 207.864.3326

TOWN OFFICE
15 School Street
Rangeley, Maine 04970

Office of:

Town Manager
Assistant Town Manager
Finance Director
Town Clerk
Code Enforcement Officer
Parks & Recreation
Assessor
Public Works

Fax: 207.864.3578

Town of Rangeley
Anti- Discrimination, Harassment, Sexual Harassment, and
Retaliation Policy

Discrimination and Unlawful Harassment

The Town of Rangeley is committed to a policy of equal employment opportunity to all persons based on individual merit, competence and need. The Town will not discriminate against employees or applicants for employment based on any legally protected status, including, but not limited to: veteran or military status, marital status, physical or mental disability, age, race, color, religion, sex, sexual orientation (including gender identify and expression), pregnancy, national origin, genetic information, or ancestry. This policy applies to all terms and conditions of employment including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training.

In support of our commitment to equal employment opportunities, the Town of Rangeley prohibits any and all discrimination or harassment on any of the bases discussed above.

Any employee who harasses or discriminates against another employee, citizen, or visitor on any of the bases discussed above will be subject to discipline, up to and including discharge.

Unlawful harassment is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in one of the above-described protected classes. It is not possible to list all types of conduct that may constitute unlawful harassment. Prohibited conduct may include, but is not limited to:

- Epithets, slurs, stereotyping, innuendo, derogatory comments;
- Jokes or pranks;
- Written or graphic material including derogatory posters, photographs, calendars, cartoons, drawings, websites, emails, text messages, or gestures; and
- Other threatening, hostile, or intimidating acts including assault, unwanted touching, or blocking normal movement.

The Town prohibits all unlawful harassment, whether engaged in by a supervisor, agent, employee, co-worker, or non-employee (such as a vendor) who is on Town premises or who comes in contact with Town employees.

Sexual Harassment

The Town prohibits all discrimination and harassment on the basis of any legally protected status, as described above. This includes sexual harassment. Sexual harassment is a form of sex discrimination. It includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

As is the case with unlawful harassment, it is not possible to list all types of conduct that constitute sexual harassment. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- Unwanted sexual advances or propositions (including repeated and unwelcome requests for dates);
- Offers of employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct, including leering or making sexual gestures; displaying sexually suggestive objects or pictures, cartoons, posters, or websites; and sending sexually suggestive or explicit emails or text messages;
- Verbal conduct including sexually derogatory comments, innuendos, epithets, or slurs; sexually explicit jokes; comments about an individual's body/dress or sexual activity, deficiencies, or prowess; and whistling or making suggesting or insulting sounds;
- Verbal and/or written abuse of a sexual nature including sexually degrading commentary about an individual's body or dress and sexually suggestive or obscene communications, social media postings, emails, text messages, or other correspondence;
- Touching, assault, or impeding or blocking normal movements; and
- Inquiries into another person's sexual experiences or discussion of one's own sexual activities.

Remember that the victim of sexual harassment does not have to be a member of the opposite sex. The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee. The victim does not have to be the person being harassed but could be anyone affected by the offensive conduct.

Complaint and Investigation Procedure

If you experience or witness what you believe may be discrimination, unlawful harassment, and/or sexual harassment in violation of this policy, you should immediately report the incident to the Town Manager by submitting a written account containing:

- A description of the incident(s)/conduct and individuals involved
- Dates and times when the incident(s)/conduct occurred
- Location where the incident(s)/conduct occurred
- Specific words/actions
- Any witnesses to the incident(s)/conduct.

After a complaint is received, the Town will promptly investigate. Investigations will be conducted as confidentially as possible, and information will only be shared on a need-to-know basis and to the extent necessary to conduct a thorough investigation. The investigation will involve a private interview with the individual who has reported the conduct, the accused individual, as well as any witnesses. Once the investigation is complete, the Town will, to the extent appropriate, inform the person lodging the complaint and the person alleged to have committed the conduct of the results of the investigation. If the complaint is against the Town Manager it should be submitted to the Chair of the Selectboard.

If a report of discrimination or unlawful harassment is substantiated, appropriate corrective action will be taken. Corrective action may include reprimand, counseling, training, suspension, demotion, transfer, or discharge as the Town deems appropriate under the circumstances. If a report cannot be substantiated, the Town may take action to reinforce its commitment to providing a work environment free from discrimination or unlawful harassment.

In addition to the above procedure, employees may also file a complaint of harassment or retaliation with the Maine Human Rights Commission (MHRC) within three hundred (300) days, or with the U.S. Equal Employment Opportunity Commission. Contact information is as follows:

The Maine Human Rights Commission ("MHRC"):

<https://mainehumanrightscommission.formstack.com/forms/intakes>, 51 State Street House Station, Augusta, ME 04330-0051, or

The United States Equal Employment Opportunity Commission ("EEOC"):

<https://www.eeoc.gov/field-office/boston/location>, 1 Congress Street, 10th Floor, Room 1001, Boston, MA 02114, 617-565-3200

Discrimination, unlawful harassment, and sexual harassment is costly to the Municipality, to victims, and to society. We will investigate and take corrective action whenever needed to stop inappropriate conduct and assure that it doesn't happen again. All employees are expected to cooperate with an investigation; refusing to do so may be grounds for the imposition of discipline. False statements regarding an allegation will not be tolerated. Providing false information in the course of an investigation of harassment or discrimination is grounds for discipline, up to and including discharge.

Retaliation

Retaliation against an employee who complains in good faith about harassment and/or discrimination or who participates in good faith in an investigation of a complaint is unlawful and will not be tolerated. Retaliation is a form of unlawful harassment and will be handled in the same manner as other forms of unlawful harassment. If you believe that you have been subject to retaliation, you must report the incident in accordance with the above complaint procedure.

If You Have Questions...

Please feel free to contact the Town Manager, in person or at (207) 864-2257 if you have further questions about this policy; what type of conduct constitutes discrimination, unlawful harassment, or sexual harassment; or how the complaint and investigation process works.

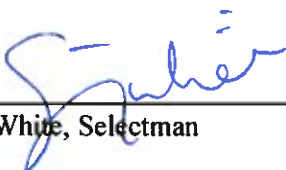
Adopted March 20, 2023


Cynthia Egan, Chairman


Ethna Thompson, Vice-Chair


Shelly Lowell, Selectman


Ethan Shaffer, Selectman


Samantha White, Selectman

I affirm that I have read and understand the Town of Rangeley Anti- Discrimination, Harassment, Sexual Harassment, and Retaliation Policy for Elected, and Appointed Officials.

Signature

Date

Printed Name