



## Anti-Harassment and Non-Discrimination

Northeast Technical Institute (NTI) will not discriminate against any employee or applicant for employment because of **race, color, religion, sex, age, sexual orientation, ancestry, national origin, genetic information, physical or mental disability, marital status, veteran status or any other characteristic protected by law.**

Each of us at NTI have a responsibility to maintain a workplace free of harassment and discrimination. This can be accomplished by the exercise of good judgment and by not engaging in conduct that may be perceived by others as harassing or discriminatory.

### **Definitions**

#### **Harassment**

Harassment refers to unreasonable conduct or behavior which is personally offensive or threatening, impairs morale or interferes with the work effectiveness of employees.

#### **Discriminatory Harassment**

Discriminatory Harassment refers to unreasonable conduct or behavior which is directed at any employee or group of employees because of their relationship in any of the groups listed above.

Examples of discriminatory harassment include conduct or comments that threaten physical violence; offensive, unsolicited remarks; unwelcome gestures or physical contact, display or circulation of written materials, items or pictures degrading to any gender, racial, ethnic, religious, age, disability or other group listed above; and verbal abuse or insults about or directed at any employee or group of employees because of their relationship in any of the groups listed above.

#### **Sexual Harassment**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a

workplace environment that is hostile, offensive, intimidating or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and/or its pervasiveness:

**Verbal** - sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;

**Visual/Non-verbal** - derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;

**Physical** - unwanted physical contact including touching, interference with an individual's normal work movement or assault; and

**Retaliation** - making or threatening reprisals as a result of a negative response to harassment.

### ***Training and Education***

Northeast Technical Institute provides employee training and education in the requirements of this anti-harassment policy, the identification of workplace behaviors which may violate the policy and the effective responses demanded by the policy.

### **Complaint Process**

If you believe you have been subjected to, or have observed discriminatory harassment, sexual harassment or any other offensive behavior – regardless of the seriousness – you are expected to discuss the incident, concern or observation with the **Deputy Title IX coordinator**, or the **Title IX coordinator** to give NTI the opportunity to investigate as appropriate and to take appropriate action to remedy any violation that has occurred. All inquiries, discussions, complaints and investigations are treated confidentially to the extent possible, consistent with the requirement to investigate and take appropriate action. Please note that with regard to issues related to alleged sex discrimination including but not limited to sexual harassment, employees may also refer to NTI's Title IX Policy which also covers such issues. NTI will follow the procedures outlined in its Title IX policy with regard to issues of sex discrimination including sexual harassment.

When we receive a complaint of harassment or discrimination, we will promptly investigate the allegation. In most instances, our investigation will include an interview with the person bringing forth the complaint, an interview with the person alleged to have committed the offense(s), and to the extent necessary, interviews with co-workers or other witnesses.

If it is determined that inappropriate conduct occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate, we will impose corrective action up to and including suspension or termination. If our investigation is inconclusive, we will take such action as deemed necessary under the circumstances to remind appropriate personnel of our policy.

Employees have the legal right to file a complaint of sexual or other discriminatory harassment with the Maine Human Rights Commission, and are protected by law from retaliation for exercising this right. Contact information follows:

#### **Maine Human Rights Commission**

State House Station 51, 19 Union Street, Augusta, ME 04333  
(207) 624-6290

While employees have a legal right to file a complaint with the Maine Human Rights Commission, we strongly encourage employees to discuss their concerns or otherwise bring their complaints to their Campus Manager or to the Controller.

***Retaliation is Prohibited***

We will not tolerate any form of retaliation against any individual who reports, witnesses or participates in an investigation about sexual or other discriminatory harassment or other forms of offensive behavior. Any person found to have retaliated against another individual because of his or her reports of, or participation in an investigation will be subject to corrective action up to and including employment termination.