STATE OF MAINE
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

The State of Maine shall continue to pursue a policy of non-discrimination in all employment actions, practices, procedures and conditions of employment.

1. Employment decisions will be based on the principles of equal employment opportunity. Recruitment, testing, selection, and promotion will be administered without regard to race or color, sex, sexual orientation, physical or mental disability, genetic information, religion, age, ancestry or national origin, whistleblower activity, previous assertion of a claim or right under the Maine Workers' Compensation Act or marital status unless a bona fide occupational qualification exists.

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 or color, sex, sexual orientation, physical or mental disability, genetic information, religion, age, ancestry or national origin, whistleblower activity, previous assertion of a claim or right under the Maine Workers' Compensation Act or marital status.

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.

5. 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.

6. The Department will address and attempt to resolve employee complaints regarding discrimination and harassment as expeditiously as possible. Supervisors and managers are required to contact the agency EEO Officer if they receive a complaint of this nature.

7. This policy shall not be construed to prohibit any employment action or policy which is required by federal law, rule or executive order.

Each State agency has a designated EEO Officer who is responsible for the implementation, monitoring, and record keeping of the agency EEO/AA Program as well as providing technical assistance to applicants and employees.

The State EEO Coordinator in the Bureau of Human Resources is also available as a resource to any state employee or supervisor. She may be reached at 287-4651 (TTY) 1-888-577-6690.

I sincerely appreciate the continued cooperation and support of all employees and supervisors in making the State a positive example for other employers in the State.

July 2011

Paul R. LePage

Paul R. LePage, Governor