

MAINE MARITIME ACADEMY

**GENERAL ADMINISTRATION
Section 200**

SUBJECT: NON-DISCRIMINATION, EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

PURPOSE: To establish a policy prohibiting discrimination throughout the Maine Maritime Academy

A. Statement of Intent

Maine Maritime Academy recognizes that unlawful discrimination in educational programs and employment based upon race, color, religion, sex, sexual orientation, national origin, disability, age, genetic information or status as a Vietnam era veteran can foreclose economic opportunity to a significant number of persons. In order to avoid this inequity and to afford all persons the opportunity to achieve their personal and professional goals, the Academy pledges to eliminate unlawful discrimination upon any person protected by state or federal laws and, in addition, to take affirmative action to recruit, employ and educate qualified members of under-represented groups.

B. Policy Statement

Maine Maritime Academy provides equal opportunity regardless of race, creed, color, national origin, religion, sex, sexual orientation and/or preference, age or veteran status pursuant to (for example) Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Executive Order 11246 as amended by Executive Order 11375; the Age Discrimination in Employment Act of 1975; the Vietnam Era Veterans Readjustment Assistance Act of 1974; the Immigration Reform and Control Act of 1986; the Genetic Information Nondiscrimination Act of 2008; and the Maine Human Rights Act (5 M.R.S.A., §4551, et. seq.). In addition, pursuant to (again, for example) the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Maine Human Rights Act, the Academy does not discriminate on the basis of disability in its programs and activities. This policy governs employment policies and actions, as well as the delivery of educational services, at all levels and facilities of the Academy.

In addition, federal and/or state laws permit in some, and require in other, instances the Academy to engage in affirmative action in its educational and employment activities. The Academy's objective of equal opportunity will be met by making goal-oriented efforts to increase through affirmative action, i.e. the number of women and minority groups in positions where their representation has been less than proportionate to their availability.

C. Implementation

Authority and responsibility for implementing, maintaining and monitoring non-discrimination, affirmative action and equal opportunity at the Academy shall lie primarily with the directors of human resources and student affairs. All directors, department heads and equivalent officers shall share responsibility within their areas of authority. The Academy president shall work to help ensure that all units of the Academy use best efforts to comply with this policy, as well as pertinent state and federal laws and regulations.

D. Long-Form Notice of Non-Discrimination

The long form notice set forth below shall be posted in a prominent place in each building (such as bulletin boards) and all Academy publications including, but not limited to, student and employee handbooks, catalogs, websites and other relatively lengthy sources shall contain the notice at the top or bottom of the inside front cover. For websites, the bottom of the homepage should contain a link to the long form notice.

LONG FORM: NOTICE OF NON-DISCRIMINATION

Maine Maritime Academy does not discriminate as proscribed by federal and/or state law on the basis of race, color, religion, national origin, sex, sexual orientation and/or preference, age, disability, marital, parental or veteran status in specified programs and activities. Inquiries about the Academy's compliance with, and policies that prohibit discrimination on, these bases may be directed to:

Non-Discrimination/Affirmative Action Officer
[insert location/building name]
[insert mailing address]
Telephone: [insert telephone number]
Maine Relay Service: 800-
Fax: [insert fax number, if any]
E-mail: [insert e-mail address]
Internet: [insert URL for Academy's internet home page]

and/or

United States Department of Education
Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110
Telephone: 617-289-0111
TTY/TDD: 617-289-0063
Fax: 617-289-0150
E-mail: OCR.Boston@ed.gov
Internet: <http://www.ed.gov/about/offices/list/ocr/index.html?src=oc>

and/or

Maine Human Rights Commission (MHRC)
51 State House Station
Augusta, ME 04333-0051
Telephone: 207-624-6050
TTY/TDD: 207-624-6064
Fax: 207-624-6063
Internet: <http://www.state.me.us/mhrc/index.shtml>

and/or

Equal Employment Opportunity Commission
475 Government Center
Boston, MA 02203
Telephone: 617-565-3200 1-800-669-4000
TTY: 617-565-3204 1-800-669-6820
Fax: 617-565-3196
Internet: <http://www.eeoc.gov/>

E. Short-Form Notice

The short form of the notice set forth below shall be placed in publications that have more limited space, such as flyers, brochures and advertisements in newspapers. Advertisements for employment in newspapers, journals and other sources shall also contain position title, closing date and contact information.

**SHORT FORM:
NOTICE OF NON-DISCRIMINATION**

Maine Maritime Academy is an equal opportunity/affirmative action institution and employer. For more information, please call [insert telephone number of Non-Discrimination/Affirmative Action Officer].

REFERENCES: P. & S.L. 1941, ch. 37, §2 as amended; 5 M.R.S.A. §4551, et seq.; 42 U.S.C. §1971, §1975a-d, §2000a; §2000h-g; 42 U.S.C. §6101-§6107; 29 U.S.C. §621-§634; Pub. L. 110-233, 122 Stat. 881; 5 U.S.C. §8335-§8339; 38 U.S.C. §219, et seq.; 8 U.S.C. §1101, et seq.; 29 U.S.C. §701, et seq.

DATE ADOPTED: April 9, 2014

DATE(S) AMENDED:

