

OFFICE OF THE ATTORNEY GENERAL
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

The Maine Office of the Attorney General 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. Unless a bona fide occupational qualification exists, recruitment, testing, selection, and promotion will be administered without regard to race, color, religion, sex, national origin, ancestry, age, physical or mental disability, sexual orientation, whistleblower activity, previous assertion of a claim or right under the Maine Workers' Compensation Act, or marital status.
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, color, religion, sex, national origin, ancestry, age, physical or mental disability, sexual orientation, 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. 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 Office will address and attempt to resolve employee complaints regarding discrimination and harassment as expeditiously as possible. Supervisors and managers are required to contact the Office Equal Employment Opportunity Coordinator if they receive a complaint of this nature.
7. This policy shall not be construed to prohibit any employment action or policy that is required by federal law, rule or executive order.

I have assigned responsibility for the implementation, monitoring, and record keeping of the EEO/AA Program to Assistant Attorney General Elizabeth Wyman, the Office's EEO Coordinator. The EEO Coordinator is also responsible for providing technical assistance to applicants and employees.

The State EEO Coordinator in the Bureau of Human Resources, Laurel Shippee, is also available as a resource to any employee or supervisor. She may be reached at 624-7368 (TTY - 287-4537).

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

Dated: 8/1/2003

/s/ G. Steven Rowe
G. Steven Rowe, Attorney General

