



# Massachusetts ME/CFS & FM

ASSOCIATION

EDUCATION, SUPPORT & ADVOCACY SINCE 1985

## **Non-Discrimination Statement and Policy**

The Massachusetts ME/CFS & FM Association, Inc. does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to:

- Hiring, and firing staff
- Recruitment, selection, and use of volunteers
- Association membership
- Board of directors' membership
- Selection of vendors
- Selection of service providers

The Massachusetts ME/CFS & FM Association, Inc. is committed to equal employment and volunteer opportunity. We will not discriminate and will take affirmative action measures to ensure against discrimination in all areas of employment and volunteer participation, including but not limited to, recruitment, hiring, training, promotion, termination, compensation, or benefits.

## **Anti-Harassment Policy**

The Massachusetts ME/CFS & FM Association, Inc. is committed to providing a work environment that is free from harassment. Harassment based upon an individual's race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other legally protected characteristic will not be tolerated. All employees, agents<sup>1</sup>, volunteers, supervisors and management personnel, are expected and required, to abide by this policy. An individual's employment or volunteer status will not be adversely affected within our organization as a result of bringing a complaint of unlawful harassment. Examples of unlawful harassing conduct includes, but is not limited to:

- Verbal conduct such as epithets, derogatory jokes, comments or slurs
- Visual conduct such as derogatory posters, photographs, emails or gestures
- Physical conduct, such as assault, unwanted blocking normal movement
- Sexual harassment conduct, as detailed below

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<sup>1</sup> "Agent" is used to refer to any employee, part- or full-time independent contractor, Board Member, or other individual not listed herein, acting on the Association's behalf, or at the Association's direction.

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the target of such behavior. Examples of sexually harassing behavior include, but are not limited to:

- Unwanted physical contact
- Foul language of an offensive sexual nature
- Sexual propositions
- Sexual jokes or remarks
- Obscene gestures
- Displays of pornographic or sexually explicit pictures, drawings or caricatures

### **Reporting Harassment**

If an employee, agent or volunteer feels they have been harassed by a co-worker, co-volunteer, supervisor, or agent of the Massachusetts ME/CFS & FM Association, Inc., they should immediately report the matter to their supervisor. If their supervisor is unavailable, or if the individual feels it would be unproductive to inform their supervisor, the individual should immediately contact the President of the Association, any Board Member, or human resources, if there is such a department.<sup>2</sup> Once the matter has been reported, it will be promptly investigated and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled as discreetly and confidentially as possible. The procedure for reporting incidents of harassing behavior is not intended to impair, replace, or limit the right of any employee, agent or volunteer to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.

### **Disciplinary Measures for Harassment**

Any employee, agent or volunteer engaging in improper harassing behavior will be subject to disciplinary action, including the possible termination of employment.

**Adopted by the Board of Directors on June 2, 2021.**

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<sup>2</sup> At the time this document was adopted, the Massachusetts ME/CFS & FM Association, Inc. did not have a human resources department.