

## SOCIETY POLICY

### STAFF EMPLOYMENT GUIDELINES

#### I. PREFACE

ASME is an Equal Opportunity Employer.

#### II. PURPOSE

Provide a Society Policy confirming the fair and impartial treatment of ASME employees.

#### III. POLICY

ASME has been, and will continue to be, an Equal Employment Opportunity employer. The continued success and growth of The American Society of Mechanical Engineers depends on a talented, well-motivated work force drawn from diverse backgrounds. The Society's human resources policies and practices with respect to terms and conditions of employment are administered without regard to race, color, religion, sex, national origin, age, citizenship status, disability, covered veteran[1] or military status, and in compliance with state and local equal employment opportunity laws.

ASME will provide reasonable accommodation consistent with the law to otherwise qualified individuals with a disability and to employees or prospective employees with needs related to their religious observance or practices. What constitutes a reasonable accommodation depends on the circumstances and thus will be addressed by ASME on a case-by-case basis.

Recruitment, selection, promotion and transfer decisions made by ASME supervisors are based solely on candidates' job-related qualifications and abilities, without regard to race, color, religion, sex, national origin, age, citizenship status, disability, covered veteran or military status, and in compliance with state and local equal employment opportunity laws. ASME recruitment sources are instructed to refer to the Human Resources Department (HRD) all qualified persons.

Other human resources policies and practices, including, but not limited to, compensation, benefits, discipline and discharge, layoffs, ASME sponsored training, tuition reimbursement, social and recreational programs, are also administered on a nondiscriminatory basis, in compliance with federal, state and local equal employment opportunity laws.

This policy also prohibits conduct that constitutes or could lead or contribute to harassment based on any of the above-listed characteristics or any other characteristic protected by law. Examples of such conduct are racial or ethnic slurs and threatening, intimidating, or hostile acts directed at a particular sex or religion or directed at an individual because of his or her national origin or color. Harassment does not require an intent to offend. Thus, when unwelcome by the recipient, certain conduct meant as a joke, a prank, or even a compliment can lead or contribute to harassment.

Any employee who has EEO-related questions or feels that he or she has been subjected to any conduct of the type prohibited by this policy should immediately contact his or her supervisor, or the supervisors' superior or a member of the HRD (whomever the individual feels most comfortable contacting under the circumstances). An employee should report the conduct regardless of the offender's position at ASME and should also report the conduct even if the offender is not employed at ASME (for example, a vendor, volunteer, or "temp"). Individuals who have information about inappropriate conduct directed toward others are also encouraged to report the relevant facts pursuant to this policy. Prompt reporting is very important so that ASME can take action to stop the conduct before it is repeated. All such reports will be investigated promptly, with an effort made to keep the source of the report as confidential as possible. Where a violation of this policy has occurred, corrective action will be taken where appropriate.

Any ASME supervisor or other employee who violates this policy will be subject to disciplinary action, up to and including termination.

Any supervisor who has been approached by an employee with an EEO-related problem must immediately contact the HRD.

ASME's continued success depends heavily on the full and effective utilization of all qualified persons. For this reason, and in compliance with our status as a federal government contractor, ASME has developed written Affirmative Action Programs to cover all ASME locations for: (1) minorities and women, (2) disabled individuals (3) and covered veterans[1].

The support, commitment and participation of every employee is needed to ensure the success of this policy. Supervisors and managers have a special responsibility to foster a work environment that reaffirms this policy. The Managing Director, Human Resources, is responsible for developing and maintaining the Affirmative Action Programs, ensuring compliance, and advising management of problem areas and the need for corrective action.

Employees who are disabled, or covered veterans, who would like to identify themselves as such under the Affirmative Action Program are invited to do so. Please refer to ASME's "Voluntary Self-Identification Survey Form," which is available on the Intranet and also available in the HRD.

Elements of the Affirmative Action Programs are available for inspection through the HRD by employees and applicants for employment during normal business hours.

The Executive Director fully endorses this policy and will continue to review the results of our Affirmative Action Programs. The Executive Director needs the full cooperation of all employees to ensure the success of this policy.

It is against ASME policy for any retaliatory action to be taken or threatened against an individual who reports or provides information about a possible violation of this policy or who participates in a related proceeding or exercises any other right protected by the equal opportunity laws. In the event you believe that you have been retaliated against for such an action, you should use the reporting procedures outlined in this policy to report the pertinent

facts promptly. ASME will investigate and take appropriate action in the manner described above.

[1]In accordance with the Job for Veterans Act, the term "covered veteran" means any of the following veterans:  
(i) Disabled veterans; (ii) Veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized; (iii) Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order No. 12985 (61 Fed. Reg. 1209); (iv) Recently separated veterans.

Responsibility:	The Committee on Executive Director Evaluation and Staff Compensation (EDESC) Transferred from the Committee on Staff to the Board of Governors: June 1, 2005 Transferred to The Committee on Executive Director Evaluation and Staff Compensation (EDESC): April 19, 2013
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