

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 workforce 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 the "protected classes" as defined in Society Policy P-15.9 Section I.A.

A. Anti-Discrimination

Recruitment, selection, promotion, and transfer decisions made by ASME supervisors are based solely on candidates' job-related qualifications and abilities, without regard to any "protected class" as defined in Society Policy P-15.9 Section I.A. 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 characteristics listed in Society Policy P-15.9 Section I.A 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.

Additional rules apply to individuals with supervisory authority at ASME. No one with a supervisory role may at any time: (1) threaten or imply that an individual's harassment or discrimination based on any protected category, will in any way influence any decision regarding that individual's employment, performance evaluation, advancement, compensation, assignments, discipline, discharge, or any other term or condition of

employment; or (2) make any employment decision concerning an individual on any discriminatory basis.

B. Anti-Sexual Harassment

ASME prohibits conduct that constitutes or could lead or contribute to sexual harassment. According to the Equal Employment Opportunity Commission's (EEOC) guidelines, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

No one at ASME with a supervisory role is at any time to: (1) threaten or imply that an individual's submission to or rejection of a sexual advance will in any way influence any decision regarding that individual's employment, performance evaluation, advancement, compensation, assignments, discipline, discharge, or any other term or condition of employment; or (2) make any employment decision concerning an individual on such a basis.

Other conduct in the workplace that creates or that could lead or contribute to an intimidating, hostile or offensive work environment, whether it be in the form of physical or verbal harassment, and whether committed by a supervisor or any other employee, is also prohibited. Such conduct includes, but is not limited to:

1. repeated unwelcome sexual flirtations, advances or propositions;
2. verbal abuse of a sexual nature;
3. graphic verbal comments of a sexual nature about an individual's body;
4. sexually degrading words used to describe an individual; and
5. the access, display or distribution of sexually suggestive objects or pictures (including the use of computers via the intranet or email system).

C. Request for Accommodations

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, and as otherwise required by state or local law. What constitutes a reasonable accommodation depends on the circumstances and thus will be addressed by ASME on a case-by-case basis.

D. Reporting, Investigation and Anti-Retaliation Protocols

Employees who have EEO-related questions or feel that they have been subjected to any conduct of the type prohibited by this policy should immediately contact their supervisor, a member of the HRD, a Managing Director or Executive Team Member (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. ASME will promptly follow up on all such reports, including with further investigation to confirm facts or resolve disputed facts as necessary, 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.

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 any employees believe that they have been retaliated against for such an action, they 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.

Responsibility: Committee on Executive Director/CEO 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/CEO Evaluation and Staff Compensation (EDESC): April 19, 2013

Adopted: June 18, 1975

Reaffirmed: September 12, 1999
June 1, 2005

Revised: June 10, 1983
June 22, 1989
September 11, 1994
June 6, 2001
April 19, 2013
April 17, 2024