

## **Gulf of Maine Research Institute Non-Employee Discrimination Complaint Procedure\***

GMRI does not discriminate on the basis of race, color, national origin, sex (including actual or perceived sexual orientation or gender identity), disability, or age in administration of its programs and activities, and, and, GMRI does not intimidate or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose action prohibited, by 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights.

If you believe you have been discriminated against with respect to a GMRI program or activity you may file a complaint with the GMRI Civil Rights Coordinator using the below procedures.

Civil Rights Coordinator:  
Lisa Janicki  
Gulf of Maine Research Institute  
Portland, ME 04101  
(207) 772-2321 x1773  
ljanicki@gmri.org

GMRI's procedures for non-employee discrimination complaints and retaliation complaints are as follows:

1. If you believe you have been subjected to discrimination you may file a written complaint with the Civil Rights Coordinator.
2. Complaints must be filed within one-hundred eighty (180) calendar days of the alleged discrimination.
3. Written complaints must include, at a minimum, the following information:
  - a. The name, address, and telephone number of the person filing the complaint;
  - b. The name, address, and telephone number of the person alleging discrimination, if other than the person filing the complaint;
  - c. The basis of the alleged discrimination (e.g., race, sex, national origin, etc.)
  - d. The date or dates on which the alleged discriminatory event or events occurred;
  - e. Description of the alleged incident, including what led Complainant to feel discrimination was a factor;
  - f. Names, addresses, and telephone numbers of persons who may have knowledge of the event;
  - g. Complainant's signature and date;
  - h. Explanation of good cause for untimely submission of complaint if complaint has not been filed within 180 days of the alleged discrimination.
4. The complaint must be submitted to the Civil Rights Coordinator:

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5. If the Complainant is unable to submit a written complaint, the Civil Rights Coordinator should be contacted. The Civil Rights Coordinator will make reasonable accommodations

\*These policies and procedures are reviewed (and revised as needed) on a biannual basis.

in policies and procedures to allow a person with a disability and/or limited English proficiency full access to the complaint filing and investigative process.

6. A letter acknowledging receipt of the complaint will be issued to the Complainant within five (5) business days of its receipt by the Civil Rights Coordinator.
7. Complaints will be investigated promptly and impartially by the Civil Rights Coordinator or their designee, and a preponderance of the evidence standard will be applied during the analysis of the complaint. Reasonable measures will be taken to maintain confidentiality. The investigation may be informal but at a minimum will afford all interested persons an opportunity to submit evidence relevant to the complaint.
8. The Civil Rights Coordinator (or their designee) will issue a written decision on the grievance no later than 30 days after its filing. The written decision will include fact-specific investigative findings and will state one of two conclusions:
  - a. There is a preponderance of evidence to support a finding of discrimination; or,
  - b. There is insufficient evidence to support a finding of discrimination.
9. Complainant may appeal the decision of the Civil Rights Coordinator by providing additional information or justification to the Civil Rights Coordinator within 10 days of receiving decision. The Civil Rights Coordinator (or their designee) shall issue a written decision in response to the appeal no later than 60 days after its filing.
10. The availability and use of this grievance procedure does not prevent a person from pursuing other remedies available under the law.
11. If you require additional assistance or access to services due to a disability and/or limited English proficiency please contact the Civil Rights Coordinator using contact information listed above.