

If an individual filed an administrative complaint with the New York State Division of Human Rights, DHR will automatically file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment or discrimination with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact their local police department.

Conclusion

The policy outlined above is aimed at providing employees at MEGA and covered individuals an understanding of their right to a discrimination and harassment free workplace. All employees should feel safe at work. Though the focus of this policy is on sexual harassment and gender discrimination, the New York State Human Rights law protects against discrimination in several protected classes including sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or domestic violence survivor status. The prevention policies outlined above should be considered applicable to all protected classes.

POLICY: CODE OF ETHICS

PURPOSE

The Municipal Electric and Gas Alliance (MEGA) has adopted this policy to ensure that its employees and officers abide by the same Code of Ethics that applies to all state and local government agencies. This policy establishes clear standards of conduct designed to promote integrity, impartiality, accountability, and public confidence; prevent actual or perceived conflicts of interest; protect confidential information and organizational resources; and ensure that all MEGA business is conducted in the public interest.

1. No officer or employee of the MEGA should disclose confidential information acquired

by him or her in the course of his or her official duties nor use such information to further his or her personal interests.

2. No officer or employee of MEGA should use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself or herself or others, including but not limited to, the misappropriation to himself, herself or to others of the property, services or other resources for private business or other compensated non-governmental purposes.
3. An officer or employee of MEGA should not by his or her conduct give reasonable basis for the impression that any person can improperly influence him or her or unduly enjoy his or her favor in the performance of his or her official duties, or that he or she is affected by the kinship, rank, position or influence of any party or person.
4. An officer or employee of MEGA should abstain from making personnel investments in enterprises which he or she has reason to believe may be directly involved in decisions to be made by him or her or which will otherwise create substantial conflict between his or her duty in the public interest and his or her private interest.
5. An officer or employee of MEGA should endeavor to pursue a course of conduct which will not raise suspicion among the public that he or she is likely to be engaged in acts that are in violation of his or her trust.
6. No officer or employee of MEGA shall, directly or indirectly, sell goods or services to any person, or entity that is licensed by, regulated by, or subject to rates established by the public organization in which the officer or employee serves. This prohibition also applies to any firm or association in which the officer or employee is a member and to any corporation in which the officer or employee directly or indirectly owns or controls a substantial portion of the stock.

POLICY: CONFLICT OF INTEREST

PURPOSE

Municipal Electric and Gas Alliance Inc. (the “**corporation**”) has adopted this policy to ensure that its directors, officers, or key persons act in the Corporation’s best interest. The Corporation shall comply with this policy when considering whether to enter into a transaction that may benefit the private interest of, or provide an excess benefit to, a private individual or entity. Such transactions are governed by the Internal Revenue Code, U.S. Department of Treasury regulations, and the New York Not-for-Profit Corporation Law. This policy is intended to supplement state and federal laws governing conflict of interests applicable to nonprofit and tax-exempt organizations.

A “**conflict of interest**” arises if a director, officer, key person, committee member or any