



Equal Employment Opportunity and Affirmative Action Policy



February 19, 2020

TOWN OF UXBRIDGE

Equal Employment Opportunity and Affirmative Action Policy

I. EEO/AA General Policy Statement

The Town of Uxbridge has a statutory mandate under law to guarantee equal treatment for all who seek access to its services or opportunities for employment and advancement. No discrimination will be tolerated. The ultimate goal is for personnel of the Town to reflect the proportions of minority, female, and handicapped persons in the populations they serve.

A. The Town of Uxbridge will meet its legal, moral, social, and economic responsibilities for Equal Employment Opportunity/Affirmative Action as authorized and required by all pertinent State and Federal legislation, executive orders and rules and regulations, including, but not necessarily limited to the following:

1. Title VII of the Civil Rights Act of 1964 (42 USC s2000e et seq.), which prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin; and
2. The Age Discrimination in Employment Act of 1967 (29 USC s6212 et seq.), which prohibits discrimination in employment on the basis of age with regard to those individuals who are at least 40 years of age, but less than 65 years of age; and
3. Section 504 of the Rehabilitation Act of 1973 (29 USC s794), and the regulations promulgated pursuant thereto (45 CFR Part 84), which prohibit discrimination against qualified handicapped individuals on the basis of handicap and requires employers to make reasonable accommodations to known physical or mental limitations of otherwise qualified handicapped applicants and employees; and
4. M.G.L. c. 151 s4 (1), as may be amended, which prohibits discrimination in employment on the basis of race, color, sex, gender, gender identity, religious creed, national origin, ancestry, age, or disability.

B. The responsibility for implementing and monitoring this policy is delegated to the Town Manager.

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II. Non-Discrimination in Employment

A. The Town of Uxbridge prohibits discrimination on the basis of:

- Age
- Criminal Record
- Disability
- Gender
- Gender Identity/Expression
- Genetics
- Military Personnel (active or prior Military status)
- National Origin or Ancestry
- Pregnancy or pregnancy-related condition
- Race or Color
- Religion
- Retaliation
- Sexual Orientation
- Any other group deemed protected by a government agency.

B. Unlawful discrimination of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment will not be tolerated by the Town. Further, any retaliation against an individual who has formally or informally complained about discrimination or has cooperated with an investigation of a discrimination complaint is prohibited. To achieve the Town's goal of providing a workplace free of discrimination, the conduct that is described in this policy will not be tolerated, and the Town will implement the procedure described below to address any potential inappropriate conduct.

The Town commits itself and its employees, within the context of State and Federal civil rights laws, to ensure equitable participation of employees of all backgrounds in all of its daily operations. This policy applies to all employment practices and employment programs sponsored by the Town. This policy shall apply, but not be limited to, the areas of:

- Recruitment

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- Selection
- Compensation and benefits
- Professional development and training
- Reasonable accommodation for disabilities and religious practices
- Promotion
- Transfer
- Termination
- Layoff
- Other terms and conditions of employment.

Because the Town takes allegations of discrimination seriously, the Town will respond promptly to complaints and where it is determined that inappropriate conduct has occurred, the Town will act promptly to eliminate the conduct and impose any necessary corrective action, including disciplinary action.

C. *Discriminatory Harassment:* The Town's separate Anti-Harassment and Discrimination Policy details the Town's commitment to a workplace free of any physical or verbal conduct which is unwelcome, severe or pervasive, and related to membership or perceived membership in a protected class.

D. *Reasonable Accommodation:* Employees seeking reasonable accommodations may submit their request in writing to the Town of Uxbridge Town Manager. Reasonable Accommodation request forms are attached to this policy.

E. *Discrimination Complaints:* If any of the Town of Uxbridge employees believes that he or she has been subjected to unlawful discrimination, the employee has the right to file a complaint with the Town. This may be done in writing or orally. If an employee wishes to file a complaint he or she may contact the Town Manager who is available to discuss any concerns an employee may have, and to provide information to employees about the Town's EEO/AA Policy and the complaint process. Alternatively, employees may contact any of the Town's supervisors (department heads).

F. *Discrimination Investigation:* The Town will promptly investigate any and all allegations in a fair and thorough manner. Investigations are conducted in such a way to maintain confidentiality to the extent practicable under the circumstances.

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An investigation will include private interviews with the person who files the complaint, the person alleged to have committed the discrimination, and relevant witnesses. When the Town has completed the investigation, the Town will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the discriminatory act, of the results of said investigation. If it is deemed inappropriate conduct has occurred, the Town will take action promptly to eliminate the offending conduct, and where it is appropriate, the Town will impose disciplinary action.

G. *Disciplinary Action*: If it is determined that inappropriate discriminatory conduct has been committed by a Town employee, the Town will take appropriate action based on the circumstances. Said action may include counseling, verbal or written warning, suspension, or termination.

H. *State and Federal Remedies*: In addition to the above, if an employee believes they have been subjected to unlawful discrimination, the employee has the right to file a formal complaint with either or both of the government agencies listed below. Using the Town of Uxbridge complaint process does not prohibit an employee from filing a complaint with the State and/or Federal agencies. Each agency has a time period of 300 days (from the date of the alleged discrimination) to file a complaint/make a claim.

1. The United States Equal Employment Commission (EEOC)
One Congress Street, 10th Floor
Boston, MA 02114
Ph: 617 565 3200
2. The Massachusetts Commission Against Discrimination (MCAD)

<u>Boston Office</u> : One Ashburton Place, Room 601 Boston, MA 02108 Ph: 617 994 6000	<u>Worcester Office</u> : Worcester City Hall 455 Main Street, Room 100 Worcester, MA 01608 Ph: 508 799 8010
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