

VILLAGE OF CAMBRIDGE

EQUAL EMPLOYMENT OPPORTUNITY POLICY

SECTION 1. Declaration of Policy.

The Village of Cambridge is an Equal Opportunity Employer. It is the policy of this municipality to strongly oppose and seek to prevent any form of illegal discrimination on the basis of race, color, sex, religion, age, national origin, marital status, disability or veteran status.

SECTION 2. Scope of Policy.

This policy applies to all terms and conditions of employment, including but not limited to, employment advertising, hiring, placement, compensation, training, promotion, demotion, termination, layoff, transfer, disciplinary actions, leave of absence or the provision or withholding of any other benefits of employment.

SECTION 3. Prohibition of Employment Discrimination.

No employee, officer or official of the Village of Cambridge shall engage in conduct or behavior which discriminates against an existing or prospective employee, officer or official of the Village of Cambridge regarding the terms and conditions of such person's employment (including, without limitation, employment advertising, hiring, placement, compensation, training, promotion, demotion, termination, layoff, transfer, disciplinary actions, leave of absence or the provision or withholding of any other benefit of employment) on the basis of that person's race, color, sex, religion, age, national origin, marital status, disability or veteran status.

SECTION 4. Reporting of Complaint.

Any existing or prospective employee, officer or official of the Village of Cambridge who believes that he or she has been the target or victim of employment discrimination on the basis of his or her race, color, sex, religion, age, national origin, marital status, disability or veteran status (hereinafter referred to as "employment discrimination") shall file a written complaint within thirty (30) calendar days of the incident complained of, in accordance with the procedure set forth in Section 5 of this policy. Any existing or prospective employee, officer or official of the Village of Cambridge who believes that he or she has witnessed the occurrence of employment discrimination towards another existing or prospective employee, officer or official of the Village, or who has become aware of the occurrence of such an incident, may file a written complaint in accordance with the procedure set forth in Section 5 of this policy.

SECTION 5. Investigation and Determination of Complaints.

- ▶ All reports of employment discrimination shall be made in writing to the Mayor and signed by the person making the report. In the event that the Mayor is the subject of a complaint, the report shall be made to the Deputy Mayor.
- ▶ All reports of employment discrimination shall be thoroughly investigated and a determination of the merits of each complaint or report shall be made on a timely basis.

The Mayor (or, in the event of his or her disqualification, the Deputy Mayor) shall, in consultation with the Village's legal counsel, determine the appropriate steps to take in investigating the merits of the complaint based upon the circumstances of each particular case.

- ▶ All information obtained from an existing or prospective employee, officer or official making a report of employment discrimination shall be held in the strictest confidence possible and shall be repeated or disseminated only to the extent necessary to conduct an appropriate investigation and implement any corrective action following the conclusion of such investigation.
- ▶ Retaliation against any person filing a report or complaint of employment discrimination will not be tolerated or permitted.

SECTION 6. Penalties.

- ▶ If an investigation of a report or complaint of employment discrimination confirms that employment discrimination has in fact occurred, such conduct is and will be treated as a disciplinary offense and the Village of Cambridge will take corrective action with respect thereto, including any discipline that is appropriate, up to and including immediate termination of employment.
- ▶ Due to the serious and private nature of the offense of employment discrimination, false accusations of employment discrimination are and will be treated as a disciplinary offense. Accordingly, if an investigation of a report or complaint of employment discrimination reveals that no employment discrimination has occurred and that a false accusation of employment discrimination was knowingly made, the Village of Cambridge will take corrective action and the making of such false accusation will subject the offending party to the same level of punishment or discipline as that applied to one who engages in conduct constituting employment discrimination.

SECTION 7. Limitation of Purpose and Effect.

This policy is intended solely for the municipal use of the Village of Cambridge and shall not, with respect to any liability claims asserted against the Village, be deemed or construed to create a greater legal duty or a higher legal standard of safety, care or responsibility on the part of the Village of Cambridge than that otherwise existing under applicable state and federal law. Any violation of the provisions of this policy shall form the basis for municipal administrative sanctions only; and shall not give rise to any private claim or cause of action against the Village or its employees, officers or officials.

ADOPTED: February 2, 1998

EFFECTIVE: February 2, 1998