

<p>TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Equal Employment Opportunity (EEO)
	Policy Reference No:	2-1
	Release Date:	18 November 2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	None
	No. of Pages:	2
	Applicability:	All Employees & Volunteers

The Township of Verona is committed to the principle of equal opportunity pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination. The Township is an equal opportunity employer. This means we affirmatively prohibit discrimination and harassment of any type and we ensure that equal employment opportunities are afforded to all applicants and employees alike without regard to sex, sexual or affectional orientation, gender or gender identity or expression, race, creed, color, religion, national origin, ancestry, age, marital status, political status, atypical hereditary or cellular blood trait, disability or handicap, domestic partnership or civil union status, sexual orientation, pregnancy, childbirth, medical condition related to pregnancy or childbirth, breastfeeding, genetic information or refusal to submit to a genetic test, or any other class protected by federal, or local law or regulation. We are committed to conforming to not just the letter but also the spirit of all applicable laws and regulations regarding equal employment for all.

Our policy of equal employment opportunity and anti-discrimination applies to all aspects of the application, on-boarding, hiring and employment relationship between the Township of Verona and its applicants and employees. This includes, but is not limited to:

- Recruitment/screening of candidates
- Employment
- Promotion
- Performance evaluations
- Transfer
- Training
- All working conditions including, but not limited to, scheduling of work assignments and work shifts, wages and salary administration
- Employee benefits and application of policies

The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with the Township of Verona.

In furtherance of our commitment to provide equal employment to all applicants and employees, we have adopted a firm policy forbidding retaliation of any kind against any applicant or employee who reports a violation of this policy. Any employee who retaliates or attempts to

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retaliate against any individual for lodging a complaint of a violation of this policy will be subject to disciplinary action up to and including termination.

If any employee or prospective employee feels they have been treated unfairly, he or she has the right to address his or her concern with their supervisor, or if they prefer, Township Manager or the Township Attorney.

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