

## CITY OF CONCORD

### EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

#### I. Policy Statement

It is the intent of the City of Concord to adhere to the Standards for a Merit System of Personnel Administration in its employment practices. Equal Employment Opportunities will be provided for all employees and applicants and Affirmative Action will be taken to ensure the increased representativeness of the City's labor force and to ensure that all applicants will receive fair consideration for employment. We seek to maintain a cordial, professional work place where the dignity and respect of individuals is promoted and protected.

There are certain non-merit characteristics for which it is strictly prohibited to illegally discriminate against any individual with respect to his/her recruitment, examination, appointment, compensation, retention, fringe benefits, upgrading, training and transfer opportunities, or any phase of employment. These characteristics include race, color, disability, religious affiliations, sex, national origin, political opinions, sexual orientation, or age. Furthermore, the City will not discriminate on the basis of marital status, veteran status, pregnancy or gender identity.

No employee or applicant will be subject to unlawful discrimination, segregation, limitations, classifications, or deprivation in any way which would adversely affect his/her status as an employee or applicant because of the above stated personal characteristics.

Consideration of a protected status such as age or disability may occur only in cases where specific job requirements constitute a bona fide qualification necessary to proper and efficient administration. These conditions of employment will be made available to the applicant.

The City's commitment to equality of employment opportunities extends to the protection of the right of all employees to work in an environment free from discrimination in the form of harassment, whether based upon sex, race, color, disability, religious affiliation, national origin, political opinions, age or other non-merit characteristics.

Harassment is unwelcome verbal, non-verbal, and/or physical conduct, which is based upon characteristics referred to in the above paragraph when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of employment; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

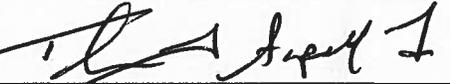
II. Grievance Procedure

Provisions have been made for addressing alleged violations of this policy.

Any job applicant who feels that he/she has been discriminated against in violation of this policy may file such a grievance in accordance with the EEO APPEALS PROCEDURE for applicants, which is posted on the third floor of City Hall in the Central Human Resources Office.

Any City Employee wishing to file an appeal may proceed in accordance with the grievance procedure set forth in the City's Personnel Rules and Regulations and which is posted within each City Department as well as in the Central Human Resources Office.

BY ORDER OF:

  
Thomas J. Aspell, Jr.  
City Manager  
March 24, 2014

Jennifer Johnston  
Director of Human Resources and Labor Relations  
Affirmative Action Officer

Rev. November, 1996  
Rev. January 21, 2002  
Rev. March 13, 2007  
Rev. March 24, 2014