

POLICY # A1-1.1

EQUAL EMPLOYMENT OPPORTUNITY ALL EMPLOYEES

It is the policy of the Town of Wayland to commit to the principles of Equal Employment Opportunity in all of its policies, practices, programs and activities. This policy includes but is not limited to areas of recruitment, selection, promotions, terminations, transfers, layoffs, compensation, benefits, reasonable accommodation and other terms and conditions of employment that may apply. It is the intent of the Town of Wayland to comply with all applicable federal and state Laws that have been enacted for the purpose of eliminating discrimination.

The Town prohibits discrimination in its employment practices on the basis of protected class status including race, sex, color, ethnicity, age, sexual orientation, disability, religion, national origin or veteran status. Any individual who believes that he/she has been discriminated against by the Town in matters related to employment practices may file a written grievance with the Assistant Town Administrator/Human Resources Director or the Town Administrator. The grievance must list the grievant's name, address and telephone number as well as a statement defining the alleged discrimination. Individuals who cannot file a written report may submit an audiotape or request an interview in order to supply the required information. The Town investigates all complaints of unlawful discrimination. The grievant will be notified of the results of the investigation. Should the investigation determine a violation of this policy has occurred, measures will be implemented to correct the situation.

Personnel Board Updated: November 16, 2005