



TOWN OF LANESBOROUGH EQUAL EMPLOYMENT OPPORTUNITY POLICY

I. Non-Discrimination in Employment

The Town of Lanesborough prohibits unlawful discrimination in employment on the basis of:

- Age (40 and above)
- Criminal record (applications only)
- Physical, mental, or psychiatric disability
- Genetics (results of genetic testing)
- Maternity leave
- National origin or ancestry
- Race or color
- Religion
- Sex
- Sexual orientation, or
- Active military status

Unlawful discrimination against 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 for having formally or informally complained about discrimination or having cooperated with an investigation of a discrimination complaint is prohibited. To achieve our goal of providing a workplace free from discrimination, the conduct that is described in this policy will not be tolerated, and we will implement the procedure described below to address any potential inappropriate conduct.

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

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

II. Discriminatory Harassment

The Town's separate Harassment Policy details our commitment to a workplace free of any verbal or physical conduct which is unwelcome, severe and pervasive, and related to membership or perceived membership in a protected class.

III. Reasonable Accommodation

Employees seeking reasonable accommodations for disabilities or for religious practices may submit their request in writing to the Director of Human Resources.

IV. Discrimination Complaints

If any of our employees believes that he or she has been subjected to unlawful discrimination, the employee has the right to file a complaint with our organization. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting the Director of Human Resources, 413-442-1167, Ext. 23. The Director of Human Resources is also available to discuss any concerns you may have, and to provide information to you about our Equal Employment Opportunity policy and our complaint process. Alternatively, employees may contact any of their supervisors or managers.

V. Discrimination Investigation

The Town will promptly investigate the allegation in a fair and thorough manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances, but complete confidentiality cannot be guaranteed. The investigation may include private interviews with the person filing the complaint, the person alleged to have committed the discrimination, and relevant witnesses. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the misconduct of the results of that investigation. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

VI. Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may include counseling, verbal or written warning, suspension, or termination.

VII. State and Federal Remedies

In addition to the above, if you believe you have been subjected to unlawful discrimination, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from also filing a complaint with these agencies. Each of the agencies has a rule requiring that you file such a complaint within 300 days of the event(s) giving rise to the claim.

1. The United States Equal Employment Opportunity Commission (EEOC): One Congress Street, 10th Floor Boston, MA 02114, (617) 565-3200.
2. The Massachusetts Commission Against Discrimination (MCAD):
Boston Office: One Ashburton Place, Rm. 601, Boston, MA 02108,
(617) 994-6000
Springfield Office: 424 Dwight Street, Rm. 220, Springfield, MA 01103,
(413) 739-2145
Worcester Office: Worcester City Hall, 455 Main Street, Room 100,
Worcester, MA 01608, (508) 799-8010