



## **Equal Employment Opportunity Policy**

### **Purpose**

Macomb Township is an equal opportunity employer. In accordance with federal and state anti-discrimination law, it is the purpose of this policy to effectuate these principles. This policy replaces Macomb Township's Equal Employment Opportunity Policy effective March 1, 2004.

Macomb Township prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. It is the intent of Macomb Township to conform with the spirit as well as to the letter of all applicable laws and regulations.

### **Scope**

This policy applies to all aspects of the relationship between Macomb Township and its employees, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration.
- Employee benefits and application of policies.

This policy also applies to the selection and treatment of independent contractors, personnel working on Township property, those who are employed by temporary agencies and any other persons or firms doing business for or with Macomb Township.

### **Dissemination and Implementation of Policy**

The Human Resources Department will be responsible for the dissemination of this policy. The Clerk's office and the Parks and Recreation Department who hire part-time employees outside of the involvement of the Human Resources Department will be responsible for dissemination of this policy to such employees. Department Heads are responsible for implementing equal employment

practices within each department, with the assistance of the Human Resources Department as necessary. The Human Resources Department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

**Procedures**

Macomb Township administers this policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Conducting recruiting for qualified applicants by providing consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.
- Posting all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Requires employees to report pursuant to its Anti-Discrimination Policy any apparent discrimination or harassment.

**Harassment**

Harassment is a form of unlawful discrimination and violates Macomb Township policy. Macomb Township has also adopted an Anti-Discrimination Policy to address harassment.

Effective Date:	09/24/2020	Policy Number:	03.03.01
		Approval Date:	09/23/2020
Subject:	Equal Employment Opportunity Policy		
	Approvals:  Janet I. Dunn, Township Supervisor		
	 Thomas D. Esordi, Human Resources Director		