



## **Town of Winthrop**

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Town provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religious creed, national origin, ancestry, sex (including pregnancy), age, criminal record (inquiries only), qualified handicap or disability, mental illness, sexual orientation, genetic information, gender identity, veteran or military status or any other category protected by applicable federal, state, or local law.

The Town complies with all applicable federal, state, and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The Town is committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at the Town for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Under both state and federal law, qualified disabled persons may be entitled to a reasonable accommodation to permit the individual to perform the essential functions of his or her job. Reasonable accommodations will be available to all qualified disabled employees and applicants, upon request, so long as the potential accommodation does not create an undue hardship for the Town. Employees or applicants who believe that they may require an accommodation should contact the Town Manager.

The Town expressly prohibits any form of unlawful employee harassment based on race, color, religious creed, national origin, ancestry, sex (including pregnancy), age, handicap or disability, mental illness, sexual orientation, genetic information, gender identity, veteran or military status or any other category protected by applicable federal, state, or local law. Improper interference with the ability of any of the Town's employees to perform their expected job duties will not be tolerated.

If you have any questions, problems, or complaints regarding a violation of this policy, or unlawful discrimination in general, you are encouraged to report your concerns using the complaint procedures specified in the Freedom From Unlawful Harassment, Discrimination and Sexual Harassment Policy.