

**SECTION III**  
**EQUAL EMPLOYMENT OPPORTUNITY**  
**(EEO) POLICY**

**1. Statement of Policy**

The City is an Equal Employment Opportunity Employer. As such, the City is committed to providing equal employment and advancement opportunity for all employees and applicants for employment without regard to:

- a. Race, color, creed or religion, sex (including pregnancy), marital or family status, sexual orientation, gender identity, national origin or ethnicity, citizenship (except to the extent citizenship constitutes a mandatory qualification under federal or state law), age, disability, genetic information, political affiliation, military or veteran status, or any other classification or status protected by applicable federal, state and local laws;
- b. Current or previous (i) opposition to an alleged violation of this Policy or any federal, state, or local law prohibiting employment discrimination or (ii) participation in a complaint, investigation, lawsuit or other official proceeding relating to any such alleged violation; or
- c. Association with or support of others who fall within any such classification or status or who engaged in any such protected opposition or participation.

**2. Coverage and Applicability**

This Policy covers all applicants for employment and City employees (including supervisors, managers, and department heads), as well as non-employees associated with the City (including elected officials, City Administrator, appointed officials, judges, volunteers, contractors, sub-contractors, vendors, and program participants). All such employees, applicants, and other covered individuals are expected to adhere to the standards of conduct that this Policy establishes, to support and cooperate in its enforcement, and to report any violations that they observe or experience themselves.

This Policy applies to all terms and conditions of employment, including but not limited to, recruitment, testing, hiring, placement, assignment, transfer, promotion, performance review, discipline, termination, layoff, recall, leave of absence, compensation, benefits, training, testing, and work environment.

**3. Employment Qualifications**

Nothing contained in this Policy is intended or shall be interpreted or applied to require that a less qualified employee or applicant be favored or preferred over a better qualified employee or applicant due to his/her membership in any of the above-stated classifications protected by applicable federal, state, or local laws.

**4. Reporting Procedure; Investigations**

No employee or applicant should assume that the City is aware of a problem. To the contrary, employees and applicants who believe that they have experienced or observed discrimination or retaliation in violation of this EEO Policy are expected and strongly encouraged to report the matter promptly through the Reporting Procedure set forth in the City's Anti-Harassment Policy so that it may be investigated and remedied as quickly as possible.

All reports of alleged violations of this Policy will be investigated promptly, thoroughly, and impartially. The investigation may include interviews with the parties involved and, where necessary, with individuals who may have observed the alleged violation or may have other relevant knowledge. To the extent practical and consistent with the City's obligations under the Open Records Act and other applicable federal, state, or local laws, confidentiality will be maintained throughout the investigatory process.

Any employee, applicant, or other covered individual with any questions or concerns relating to any aspect of this Policy may contact the Human Resources Director for assistance.

**5. Policy Violations**

The City is serious about enforcing this Policy. Any employee determined to have engaged in discrimination or retaliation in violation of this Policy will be subject to disciplinary or other corrective action, up to and including termination of employment.