TOWN OF MANSFIELD

POLICY MEMORANDUM

To: All Town Employees
From: Matthew Hart, Town Manager
Date: May 31, 2011 (Revised), May 1, 2010 (Revised), April 1, 1998 (Original)
Subject: Affirmative Action Policy

I. Purpose

The Affirmative Action and Equal Employment Opportunity policy of the Town of Mansfield (The Town) aims to reduce, and wherever possible, eliminate actual and apparent under-representation of minorities, women, older persons, and all persons of protected classes in the Town's workforce.

The Town of Mansfield will implement, monitor and enforce this Affirmative Action Policy Statement in conjunction with the applicable federal and state laws, regulations and executive orders listed below: 13th, 14th and 15th Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, Presidential Executive Orders 11246, amended by 11375, (Nondiscrimination under federal contracts), Act 1 Section 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill's Executive Order Number 9, the Connecticut Fair Employment Practices Law (46a-60-69), Connecticut Code of Fair Practices (46a-70-81), Deprivation of Civil Rights (46a-58(a)(d))Discrimination against Criminal Offenders (46a-80). Connecticut General Statues, Connecticut Code of Fair Accommodations Law (46a-63-64), Connecticut General Statutes 46a-64c as amended, definition of Blind (46a-51(1)), definition of Physically Disabled (46a-51 (15)), definition of Mentally Retarded (46a-51(13)), cooperation with the Commission of Human Rights and Opportunities (46a-77), Sexual Harassment (46-60(a)), Connecticut Credit Discrimination Law (360436 through 439), Title I of the State and Local Fiscal Assistance Act of 1972 and the Americans with Disabilities Act of 1992. Such orders and legislation were enacted to ensure that all persons have the right and benefit of equal employment opportunity in a society that not only legally mandates equality but practices it as well.

II. Statement of Policy

The Town of Mansfield is an equal employment opportunity/affirmative action employer. In order to ensure that employees and job applicants are not subject to unlawful discrimination, it is the Town's policy to comply with all laws and regulations that prohibit employment discrimination and mandate specific actions for the purpose of eliminating the present effects of past discrimination. Equal employment opportunity is the purpose and goal of affirmative action. The Town has established equal employment opportunity and affirmative action as immediate and necessary objectives because we are committed to its concepts, principles, and goals.

Equal employment opportunity (EEO) means nondiscrimination — that is, hiring and promoting without regard to race, color, ethnicity, religious creed, age, sex, marital status, national origin, ancestry, sexual

orientation, genetic information, physical or mental disabilities (including learning disabilities, mental retardation, past/present history of mental disorder), prior conviction of a crime (or similar characteristics), workplace hazards to reproductive systems, or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification. To attain parity demands affirmative action, a program of purposeful activity undertaken with conviction and effort to overcome barriers to equal employment opportunity. Affirmative action plans and programs are designed to:

- Overcome any remaining effects of past practices, policies or barriers to equal employment opportunity, and
- Achieve the full and fair participation of all protected class members groups found to be underutilized in the workplace, or adversely impacted by policies or practices. Specifically, women, Asians, Blacks, Hispanics, Native Americans, persons with disabilities, and other protected groups.

Affirmative Action is necessary throughout the employment process, from the posting of job notices through hiring to the termination of employment. The Town regularly reexamines all policies and procedures to discover and remove barriers to access, and to change practices that may have an illegally discriminatory impact. We also seek to accelerate the entry of members of underrepresented groups into the workforce, and to support their mobility once they are hired. We are equally vigilant in ensuring that all terms, conditions, and privileges, including upward and lateral mobility, are equitably administered.

Employees and others wishing to file complaints of discrimination or of affirmative action policy violations may do so by contacting:

Town Manager's Office
4 South Eagleville Road
Mansfield, CT 06268
PHONE: 860-429-3336 x5

State of Connecticut Commission on Human Rights and Opportunities
Eastern Region Office
100 Broadway
Norwich, CT 06360
PHONE: (860) 886-5703

This policy statement will be provided to all employees through the employee intranet site which is available 24 hours a day/7 days a week. The Town expects that each supplier, union, consultant and other entities with which it does business to comply with all applicable State and Federal Equal opportunity laws and regulations. The Town will not knowingly do business with an entity debarred from participation in any federal or state program or found to be in violation of any state or federal discrimination law.

This policy statement reaffirms the Town's commitment to the principals of Equal Employment Opportunity and to achieving the successful implementation of our goals and objectives.

Matthew Hart, Town Manger

05/31/2011
Date