



Township Policy and Procedure

Equal Employment Opportunity Policy

Purpose

The Charter Township of Clinton provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, national origin, age, disability, or genetics. In addition to Federal law requirements, Clinton Township complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status is expressly prohibited.

Clinton Township is committed to a diverse workforce and values all employees' talents and supports an environment that is inclusive and respectful. The Township is strongly committed to this policy and believes in the concept and spirit of the law.

Clinton Township is subject to the terms as provided in State of Michigan Public Act(s) 78 of 1935 (Police and Fire Civil Service Act) and 246 of 1965 (Employee Civil Service Act).

The Township is committed to ensuring that:

- All recruiting, hiring, training, promotion, compensation, and other employment-related programs are provided fairly to all persons on an equal opportunity basis,
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law,
- Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion, or discrimination because they have exercised any right protected by law; and
- Reasonable accommodations will be made for disabilities and religious beliefs.

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 of firms doing business for or with Clinton Township.

Complaint Procedure

Employees, applicants, or contractors who believe they have been discriminated against or if employees, applicants are aware of any actual or suspected workplace conduct that could be regarded as discriminatory, may submit a complaint according to this procedure. Complaints will be investigated and resolved to the extent information is provided.

Complaints may be submitted to the attention of a department head, supervisor, or Clinton Township Human Resources. If the matter is brought to a department head or supervisor, they shall notify Human Resources as soon as possible. Human Resources shall conduct an investigation regarding such complaints.


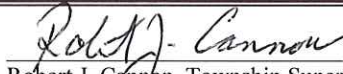
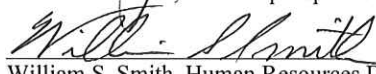
It is the policy of Clinton Township to treat all such complaints seriously. Clinton Township ensures that employees, applicants, or contractors who complain about discrimination, oppose any discriminatory practice, or participate in investigations of such complaints are protected against retaliation.

Harassment

Harassment is a form of unlawful discrimination and violates Clinton Township policy. Clinton Township has adopted a Non-Discrimination/Anti-Harassment Policy to address harassment.

Enforcement

Clinton Township Human Resources has overall responsibility for assuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and diversity and assisting our Township in meeting its objectives.

Approval Date: August 15, 2022	Policy Number: P - 04
Effective Date: August 15, 2022	
Policy Title: Equal Employment Opportunity Policy	
Supersedes: Equal Employment Opportunity Policy effective September 1994	
	 Robert J. Cannon, Township Supervisor
	 William S. Smith, Human Resources Director