



Town of North Attleborough, Massachusetts

DATE: 01 JUL 22

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter 007 – AFFIRMATIVE ACTION – EQUAL OPPORTUNITY POLICY

1. **Scope.** This policy applies to all departments and employees of the Town of North Attleborough, Massachusetts and to the boards, committee, and commissions appointed by the Town Manager.
2. **Purpose.** The purpose of this policy is to eliminate discrimination and increase employment opportunities available to under-represented groups of people affected by discrimination. This policy reflects North Attleborough's commitment to creating a culture that promotes and supports diversity, equity, and inclusion in our workforce.
3. **Policy.**
 - a. The Town of North Attleborough is committed to providing equal treatment for all who seek access to its services or opportunities for employment and advancement. No discrimination will be tolerated on the basis of race, color, veteran status, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history). feasible, that are environmentally preferable or made of recycled materials.
 - b. The Town of North Attleborough will meet its legal, moral, social and economic responsibilities for equal employment opportunity/affirmative action as authorized and required by all pertinent state and federal legislation, executive orders and rules and regulations, including the following:
 - i. Title VII of the Civil Rights Act of 1964 (42 USC s20002 et seq.)
 - ii. The Age Discrimination in Employment ACT of 1967 (29 USC s62 et. Seg.)
 - iii. Section 504 of the Rehabilitation Act of 1973 (29 USC s794), and the regulations promulgated pursuant thereto (45 CFR Part 84)
 - iv. M.G.L. c.151 s4(1) as amended by Chapter 533, 1983
 - v. Massachusetts Executive Order 143
 - vi. Massachusetts Executive Order 227
 - vii. Massachusetts Executive Order 237
 - viii. Equal Pay Act of 1963
 - ix. Massachusetts Executive Order 74 amended by Executive Order 116
 - x. Massachusetts Architectural Barriers Board Act
 - xi. Federal Executive Orders 11246 and 11375 as amended

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- c. The Town of North Attleborough's Town Manager is committed to ensuring that all departments/agencies under its direction shall:
 - i. Recruit, hire, train and promote for all job classifications without regard to race, color, veteran status, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history). and base all such decisions on the individual's qualifications and ability to perform the work assigned.
 - ii. Administer all personnel actions such as compensation, benefits, transfer, layoff, return from layoff, town-sponsored training and social and recreation programs without regard to race, creed, political affiliation, color, sex, national origin, age or handicap
 - iii. Ensure all employees, unions, subcontractors and vendors make genuine and consistent efforts to ensure equal employment opportunities for present and future employees, and to implement affirmative action, as legally required, to remedy the effects of past employment discrimination and social inequalities.

 - d. To meet this commitment, the Town Manager has developed an Affirmative Action Plan which will:
 - i. Require a review of all existing personnel policies and practices to assure non-discrimination.
 - ii. Analyze the composition of the current work force to determine if there are areas of underutilization of minorities and women.
 - iii. Establish meaningful goals and timetables to overcome areas of underutilization.
 - iv. Identify steps to meet those goals and timetables.
 - v. Include a system for monitoring progress towards goals and timetables; and
 - vi. Appoint an individual with sufficient authority to assure that Town departments will maintain the aforementioned policy and work toward realization of its affirmative action goals. The responsibility for implementing and monitoring this policy has been delegated to the Town Administrator or whomever h/she may assign in writing.

 - e. The Town of North Attleborough prohibits that any employee, or applicant, be subjected to coercion, intimidation, interference or discrimination for filing a complaint or assisting in an investigation under this program. No portion of this Affirmative Action/Equal Employment Opportunity Policy shall be considered as conflicting with any existing or future judicial or legislative mandate where a constriction consistent with that mandate is reasonable.
4. The point of contact for this policy is the undersigned at mborg@nattleboro.com or by telephone at (508) 699-0100.

MICHAEL D. BORG
Town Manager
North Attleborough, MA