


|  |  |              |
|--|--|--------------|
| Last Reviewed: 7/10/2023<br>Effective: 10/2/2000<br>Updated: 06/28/2022<br>Primary Approver(s): City Manager |  | Page: 1 of 2 |
| <b>TITLE: <i>Equal Employment Opportunity Policy</i></b>   |  |              |

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

### 1 PURPOSE

The City of Portsmouth (“City”) is an Equal Employment Opportunity employer. This policy is intended to ensure that all employment decisions within the City are made on a non-discriminatory basis, and without regard to sex, race, color, age, national origin, religion, disability, genetic information, marital status, sexual orientation, gender identity or expression, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state, or local law. 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.

### 2 PARTIES AFFECTED

This policy applies to all employees as well as third parties with dealings with the City including volunteers, vendors, contractors, and applicants.

### 3 PROHIBITED CONDUCT

The City prohibits all forms of discrimination and harassment sex, race, color, age, national origin, religion, disability, genetic information, marital status, sexual orientation, gender identity or expression, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state, or local law. The City has a Non-Discrimination and Anti-Harassment Policy further defining the responsibilities and roles of employees relative to this prohibition and subject matter.


### 4 REPORTING PROCEDURES AND CORRECTIVE ACTION

Complaints of unlawful employment discrimination or harassment should be reported to the Human Resources Director or City Manager for investigation and corrective action as may be appropriate under the City’s Non-Discrimination and Anti-Harassment Policy.

### 5 TRAINING

The City will take the necessary steps to ensure that all department heads and other employees and all potential employees are advised of this policy of non-discrimination, and of the city’s interest in actively and affirmatively providing equal employment opportunity. These steps will include (but are not limited to) the following:

- a) A brief statement of the policy in all advertisements for employment.

|   |  |              |
|---|--|--------------|
| Last Reviewed: 7/10/2023<br>Effective: 10/2/2000<br>Updated: 06/28/2022<br>Primary Approver(s): City<br>Manager |  The logo for the City of Portsmouth, New Hampshire, features a circular seal with a ship and the text 'CITY OF PORTSMOUTH NEW HAMPSHIRE' and 'INCORPORATED 1726'. To the right of the seal, the text 'City of PORTSMOUTH New Hampshire' is displayed in blue and black. | Page: 2 of 2 |
| <b>TITLE:</b> <i>Equal Employment Opportunity Policy</i>  |  |              |

- b) Periodic dissemination of policy through the City website and new employee orientation discussions.
- c) Periodically advising all persons in a position within the city government of their role and responsibility in implementation of this policy.

## 6 RETALIATION PROHIBITED

Retaliatory treatment of any employee for reporting discrimination, harassment, or other prohibited behavior or for cooperating in an investigation is strictly forbidden. All employees who experience or witness any conduct they believe to be retaliatory should immediately report such conduct to the Human Resources Director or City Manager. Retaliation is a form of unlawful harassment and will be handled in the same manner as other forms of harassment.