

## **Town of Boxborough Equal Employment Opportunity and Affirmative Action Policy**

### **Section 1. Intent**

It is the goal of the town of Boxborough to provide equitable, consistent and non-discriminatory treatment of all employees and applicants for employment.

### **Section 2. Policy**

The town will recruit, hire, train, promote, and transfer for all positions without discriminating on the basis of race, color, genetic information, religion, national origin, gender, age, physical or mental disability, sexual orientation, veteran status, or any other factors which cannot lawfully be the basis for an employment decision. This policy applies to all employment decisions.

### **Section 3. Procedure**

Any employee who believes that he or she has been discriminated against due to an employment decision may bring his or her concern directly to the Affirmative Action Officer (AAO). The Town Administrator serves as the Affirmative Action Officer. If the complaint of discrimination is against the Affirmative Action Officer, then the employee may bring the complaint to the Chairman of the Board of Selectmen.

Complaints of discrimination will be thoroughly investigated. If the investigation reveals that discrimination did occur, the town will act promptly to remedy the situation.

### **Section 4. State and Federal Remedies**

In addition to seeking internal problem resolution, an employee may also file a formal complaint with either or both of the government agencies listed below. In order to protect the charging party's rights, the employee must file a charge with the Massachusetts Commission Against Discrimination (MCAD) within 300 days from the date of the alleged discriminatory act. A complaint under federal law should be filed with the United States Equal Employment Opportunity Commission (EEOC) within 180 days from the date of the alleged discriminatory act. If the charge is also covered by the Massachusetts Commission Against Discrimination (MCAD), the filing deadline may be extended to 300 days.

#### **The Massachusetts Commission Against Discrimination (MCAD)**

Boston Office: The John McCormack Building, One Ashburton Place, Room 601, Boston, MA 02108; (617) 994-6000

Worcester Office: Worcester City Hall, 455 Main Street, Room 100, Worcester, MA 01608; (508) 799-8010

Springfield Office: 436 Dwight Street, Second Floor, Room 220, Springfield, MA 01103; (413) 739-2145

New Bedford Office: 800 Purchase Street, Room 501, New Bedford, MA 02740; (508) 990-2390

#### **The United States Equal Employment Opportunity Commission (EEOC)**

John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203; (800) 669-4000;  
(617) 994-6000