



# Equal Employment Opportunity and Affirmative Action Policy

PERSONNEL Board

Town of Boxborough, MA

## Intent and Purpose

The Town of Boxborough provides equitable, consistent and non-discriminatory treatment of all employees and applicants for employment.

## Policy

The Town will recruit, hire, train, promote, and transfer for all positions without discriminating on the basis of race, color, gender, gender identity, sexual orientation, national origin, ancestry, religion, age, physical or mental disability, pregnancy or pregnancy-related condition, genetic information, military service, veteran status, criminal records inquiries, or any other factors which cannot lawfully be the basis for an employment decision. This policy applies to all employment decisions.

## Procedure

Any employee who believes that they have been discriminated against because of an employment decision may bring their concern directly to the Affirmative Action Officer (AAO), which in Boxborough is the Town Administrator. If the complaint of discrimination is against the Affirmative Action Officer, then the employee may bring the complaint to the Select Board Chair.

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

## State and Federal Remedies

In addition to seeking internal problem resolution, an employee or applicant 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 of all involved, 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.

## United States Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
Phone: 800-669-4000

TTY: 800-669-6820

Massachusetts Commission Against Discrimination (MCAD)

Boston Office

One Ashburton Place  
Sixth Floor, Room 601  
Boston, MA 02108  
617-994-6000

Worcester Office

484 Main Street,  
Room 320  
Worcester, MA 01608  
508-453-9630

Springfield Office

436 Dwight Street  
Second Floor, Room 220  
Springfield, MA 01103  
413-739-2145

New Bedford Office

128 Union Street  
Suite 206  
New Bedford, MA 02740  
774-510-5801

*This policy revokes and replaces all previous policies on this topic, including the "Equal Employment Opportunity and Affirmative Action Policy" approved by the Personnel Board on 7/28/2010 and by the Select Board on 8/23/2010.*