# Equal Employment Opportunity Policy

## Policy Statement

It is the policy of Macomb Township to recruit, hire, train and promote qualified persons in all job classifications without regard to race, color, religion, sex, national origin, age, disability, marital status, citizenship, veteran status, or any other characteristic protected by federal, state or local laws. Macomb Township complies with applicable federal, state and local laws governing nondiscrimination in employment in every location in which the Township has facilities. This policy applies to all terms and conditions of employment.

## Definitions

**Terms and Conditions of Employment** include, but are not limited to recruitment, hiring, compensation, benefits, training, transfers, promotions, career development, layoffs, terminations.

## Procedure

The Macomb Township Director of Human Resources is responsible for accomplishing the objectives of this Equal Employment Opportunity policy. The Director of Human Resources is responsible for establishing and carrying out the procedures and practices developed to implement this policy and program.

Any perceived inequalities should be promptly reported to the Director of Human Resources for review and appropriate action.

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| Effective Date: | 03/01/04 | Policy Number: | 03.03.01 |
| Issue Date: | 02/26/04 | Approval Date: | 02/23/04 |
| Subject: | Equal Employment Opportunity Policy | | |
| | Approvals:<br>John D. Brennan, Township Supervisor<br>John F. Brogowicz, Human Resources Director | | |