

**AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE EQUAL
EMPLOYMENT OPPORTUNITY POLICY AND THE ADDITION OF THE POLICY
AS DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK**

WHEREAS, Brewster Village Council desires to adopt an Employee Equal Employment Opportunity Policy and to modify the Village Employee Handbook to include an Employee Equal Employment Opportunity Policy.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BREWSTER, THAT:

SECTION 1: The Village shall adopt an Employee Equal Employment Opportunity Policy as defined below and shall add Section 6.02 - Employee Equal Employment Opportunity Policy to the Village Employee Handbook as follows:

6.02 Equal Employment Opportunity Policy

A. General Policy Statement

The Village of Brewster is an Equal Opportunity Employer, and maintains a policy of Equal Employment Opportunity for all employees and applicants.

The Village of Brewster does not discriminate in employment opportunities or practices or the provision of services on the basis of race, color, religion, sex (gender), sex (wages), national origin, age, citizenship, ancestry, sexual orientation, creed, marital status, military and/or veteran status, political affiliation, physical or mental disability, pregnancy, genetic information (individual or family member), or any other characteristic or factor protected by law.

To give equal employment and advancement opportunities to all people, we make employment decisions at the Village based on each person's performance, qualifications, and abilities. Our Equal Employment Opportunity policy extends to all employment practices, including but not limited to selection, hiring, evaluation, promotion, transfer, tenure, job assignment, compensation, fringe benefits, classification, terms, conditions and privileges of employment, discipline, demotion, lay-off, suspension, termination, access to benefits and training, and/or any other matter related directly or indirectly related to employment.

B. Reasonable Accommodations

The Village will make reasonable accommodations for qualified individuals with known disabilities, unless making the reasonable accommodation would result in an undue hardship to the Village operations.

C. Correction of Unlawful Practices

The Village of Brewster is committed to preventing and/or correcting any unlawful discrimination in its employment policies, procedures, practices, operations, or in the provision of services.

D. Complaints or Inquiries

Any employee with questions or concerns about any types of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor or the Village Administrator. Employees can raise concerns and questions without fear of reprisal.

1. Internal Complaints

If an employee and/or an applicant believes in good faith that they have been discriminated against unlawfully or in violation of this policy, they must advise (and/or file a complaint with) their supervisor, the Village Administrator, their Appointing Authority, or the Solicitor.

2. External Complaints

An employee and/or applicant also has the right to file a complaint or discuss the matter with the Ohio Civil Rights Commission and/or the Federal Equal Employment Opportunity Commission.

Complaints must be filed within the specific time frames established by each entity. Please refer to the Federal EEO Poster and/or the State of Ohio OCRC Poster, placed in various conscious locations throughout Village of Brewster facilities.

E. Internal Complaint Investigation

The Village of Brewster will investigate a complaint of alleged discrimination promptly and timely, in a fair and impartial manner. Allegations will be investigated even if no formal complaint is filed or the complaining individual refuses to cooperate in an investigation.

F. Confidentiality

A record of the complaint and the findings will become a part of the complaint investigation record. Except for written documentation of disciplinary action, the file/record will be maintained separately from the employees' personnel files. It is understood that any person electing to utilize this procedure will be treated courteously. The procedure shall maintain confidentiality to the fullest extent possible.

G. Suspension

If appropriate, an alleged offender may be suspended from work pending the outcome of the investigation. Any suspension so imposed shall be with pay unless an appropriate hearing is held prior to the suspension.

H. No Retaliation Tolerated

The Village of Brewster is committed to maintaining a work environment that is free from retaliation. The Village of Brewster will take appropriate action against any employee who retaliates against another person/employee for participating in the EEO process, including but not limited to filing a charge of discrimination, participating in a discrimination proceeding, or otherwise opposing an unlawful employment practice.

Employees and/or applicants shall not be subjected to retaliation in the form of harassment, intimidation, threats, coercion in filing a complaint, opposing an unlawful practice or action, testifying or participating in an internal investigation or any other lawful action concerning Equal Employment Opportunity.

I. Discipline/Discharge for Violation

Any employee who is found after an investigation, to have engaged in conduct that violates the terms of this policy, and/or any local, state, federal law, or any other applicable rule or order relating to Equal Opportunity, will be subject to discipline, up to and including discharge.

J. False Complaints

Employees knowingly filing a false complaint will be subject to disciplinary action up to and including termination. If, after a thorough investigation, an employee is found to have corroborated with or intentionally falsified a charge of sexual harassment or harassment, the employee will be subject to disciplinary action, up to and including termination.

SECTION 2: The above policy replaces any previous version of this policy and supersedes any current policy which may be in conflict with this policy.

SECTION 3: This ordinance shall be in full force and effect at the earliest date provided by law.

Mayor Michael E. Schwab

ATTEST:

Village Clerk Treasurer K. Kris King

CERTIFICATE

I, K. Kris King, hereby certify that the above is a true copy of an ordinance passed at a regular meeting of the Brewster Village Council held on December 4, 2017

Clerk K. Kris King

I, K. Kris King, Clerk of the Council of the Village of Brewster, State of Ohio, do hereby certify that there is no newspaper printed in said municipality and that publication of the foregoing ordinance was duly made by posting true copies thereof at five of the most public places in said corporation as determined by Council as follows: Office of Brewster Utilities, Belloni's IGA, Brewster Federal Credit Union, Post Office and Brewster Laundromat.

Clerk K. Kris King