

## CAMBRIDGE POLICE DEPARTMENT

**Title:** *EQUAL EMPLOYMENT OPPORTUNITY* **Procedure: 3.502**

**Date Issued:**

**Revised: March 1, 2005**

### **PURPOSE:**

To formally state the position of the Cambridge Police Department on the issue of Equal Employment Opportunity.

### **POLICY:**

The Cambridge Police Department is committed to providing equal opportunity to all applicants for employment and to all employees. Recruitment, hiring, assignment, promotion, compensation, training, discipline, termination, and all other terms, privileges, and conditions of employment shall be administered in a manner that does not discriminate on the basis of race, color, religion, ancestry, sex, gender identity, age, disability, national origin, sexual orientation, familial status, or marital status.

The policy of the Cambridge Police Department strictly prohibits anyone from taking any adverse action with regard to employment, including examination, appointment, training, recruitment, selection, promotion, retention, discipline or other personnel action, because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or unfavorable discharge from military service. This Department is committed to maintaining a workplace where each employee's privacy and personal dignity are respected and protected from offensive or threatening behavior.

Retaliation is against the law and is strictly prohibited. It is a separate and distinct illegal action independent of the merits of any prior employment discrimination complaint. Employees protected against retaliation include the complainant; any employee making an inquiry, challenging discriminatory behavior, or

participating in any way with these procedures; and any witness.

The elements of retaliation are:

- The employee engaged in protected activity (e.g., filed a complaint, challenged a discriminatory practice, or provided witness testimony); and
- The supervisor took an adverse action against the employee. Adverse action may include, among other actions, demotion or negative job reference; and
- There is a causal relationship between the protected activity and the adverse action.

### **DEFINITION:**

The United States Equal Employment Opportunity Commission (EEOC) created by Title VII of the Civil Rights Act of 1964, prohibits employment discrimination on the basis of race, color, sex, religion or national origin. Title VII was extended to cover federal, state, and local public employees by the Equal Employment Opportunity Act of 1972. The Human Rights Act also provides similar protection for those with protected status for age, marital status, physical or mental handicap unrelated to ability and unfavorable discharge from military service.

**Discrimination** is the difference in treatment of or impact on any person or persons based upon their protected status. Disparate treatment or disparate impact may be intentional or unintentional.

### **PROCEDURE:**

#### ***EQUAL EMPLOYMENT OPPORTUNITY***

1. In order to ensure nondiscrimination, the Police Department will follow the applicable guidelines established by the Equal Employment Opportunity Commission.

2. The Police Department will treat each person with respect, dignity, and integrity and will prohibit discrimination in all phases of the employer-employee and applicant relationship.

3. No employee will discriminate against another employee or applicant in violation of the Department policy.

4. It is the responsibility of each member of the Police Department to ensure the opportunity for equal employment, and to maintain a non-discriminatory work environment.

5. Management and supervisors will be responsible for reviewing and enforcing Equal Employment Opportunities.

6. Job applicants, or other interested individuals, will be informed of this procedure when requesting the Department's commitment to Equal Employment Opportunity.

7. All employment application forms and employment advertisements will indicate that the Police Department is an Equal Opportunity Employer as required by the Human Rights Act.

8. This Equal Employment Opportunity procedure will be reviewed annually in December by the Chief of Police to ensure that the department's present employment policies, practices, and procedures remain relevant to their effective impact on the employment and utilization of minorities and women.