



## ADMINISTRATIVE REGULATION

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Effective Date: September 6, 1991

Administrative Regulation: 1-1

Revision Date: February 4, 2022

Supersedes: March 1, 2014

Approved By: William Ashton, Town Manager

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**SUBJECT: Equal Opportunity Employer**

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### I. Policy

The Town of Herndon provides equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, martial status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable federal, state, and local laws in order to better serve our community and citizens.

This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction in workforce or dismissal, rates of pay and/or other forms of compensation, training and development opportunities, the use of town facilities, and participation in all town-sponsored activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the town where appropriate.

Employees and applicants will not be subjected to discrimination or harassment of any kind, intimidation or any type of retaliation, as outlined in AR 1-19, because they have:

- (1) Filed a complaint;
- (2) Assisted or participates in an investigation, compliance review, hearing or any other activity related to the administration of federal, state and local law requiring equal employment opportunity;
- (3) Opposed any act of practice made unlawful by any federal, state, or local law requiring equal opportunity; or
- (4) Exercised any other level right protected by federal, state, or local equal opportunity law.

The town's EEO policy will be periodically brought to the attention of department heads, managers, and supervisors to ensure proper administration. It is the responsibility of each of these employees to ensure implementation and enforcement of this policy to avoid any discrimination in employment with the Town of Herndon. Violation of this policy is a disciplinary offense as per Administrative Regulation (AR) 1-27.

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### II. Implementation:

- A. The Town of Herndon continuously refines recruitment efforts to attract the best qualified application from all groups with the area labor force.
- B. Selection and promotion process are subject to constant review to assure that job requirements, hiring standards, and methods of selection and placement do not produce adverse effects, but instead contribute to the town's policy of non-discrimination.
- C. The Director of Human Resources will affirm the town's commitment to equal employment opportunity and will be responsible for conducting the regular review of the program, providing necessary training and ensuring the maintenance of supporting documentation.
- D. Any complaints or concerns regarding the town's adherence to this policy should be directed to the Director of Human Resources for investigation and resolution.
- E. The Human Resources department will post all required notices regarding employee rights under applicable EEO laws in highly visible/high traffic areas around the town's work locations.
- F. The Town of Herndon's career page will have an EEO statement in line with federal, state, and local equal opportunity laws.
- G. As per the above regulation, forbidding all type of retaliation against any individual, employee or applicant, who files charges of discrimination, opposes a practice believed to be unlawful discrimination, reports discrimination or assists, testifies or participates in any way EEO proceedings.
- H. Require all employees to report to a member of management or the Human Resources Department any apparent violation of this regulation.
- I. If applicable, the Town of Herndon's Human Resources department will notify the Town Attorney's Office of all incidents or reports of discrimination or retaliation and takes other appropriate measures to resolve the situation.



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William H. Ashton, II  
Town Manager