

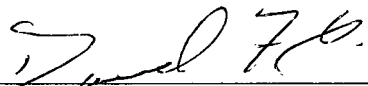
**TOWN OF HOWARD
EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The Town of Howard is an Equal Opportunity Employer. Discrimination on the basis of race, color, sex, religion, age, national origin, marital status, sexual preference, and/or disability of veteran status will not be tolerated.

This policy applies to all terms and conditions of employment, including but not limited to employment advertising, hiring, placement, compensation, training, promotion, demotion, termination, layoff, transfer, disciplinary actions, leave of absence or any other benefits. Discrimination based on any of the above is strictly prohibited and any supervisor, administrator or employee who engages in or tolerates such behavior is subject to disciplinary action in accordance with the Civil Service Law, collective bargaining agreements or any other applicable State or Federal laws.

If an employee believes that he or she has encountered violations of this policy, the employee may advise his or her department head. In addition, an employee can file a written complaint with the Town Supervisor or Town Board members, 3725 Mill Road, Avoca, New York 14809, Telephone #607-566-2010, within thirty (30) calendar days of the incident. Retaliation against the complainant will not be tolerated. False accusations will be treated as a disciplinary offense and will result in the same level of punishment as would be administered to one who engages in such behavior.

The Town of Howard's policy is to investigate all such complaints. If an investigation confirms that a violation has occurred, the Town of Howard will take corrective action, including any discipline that is appropriate up to and including immediate termination of employment of the offender.



BY ORDER OF THE MUNICIPAL BOARD
TOWN OF HOWARD

DATED: 1/12/23