

**A RESOLUTION TO AFFIRM THE TOWN OF HACKETTSTOWN'S
CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES,
EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS,
INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT
COME INTO CONTACT WITH MUNICIPAL EMPLOYEES,
OFFICIALS AND VOLUNTEERS**

WHEREAS, it is the policy of the Town of Hackettstown to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act and

WHEREAS, the Governing Body of the Town of Hackettstown has determined that certain procedures need to be established to accomplish this policy.

NOW, THEREFORE, BE IT ADOPTED by the Mayor and Common Council of the Town of Hackettstown that:

Section 1: No official, employee, appointee or volunteer of the Town by whatever title known, or any entity that is in any way a part of the Town shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee, volunteer, or entity is engaged in or acting on behalf of the Town's business or using the facilities or property of the local.

Section 2: The prohibitions and requirements of this Resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Town to provide services that otherwise could be performed by the Town.

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this Resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: The Mayor and Common Council have established written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this Resolution. Such procedures include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

Section 6: The Mayor and Common Council have established written procedures that require all officials, employees, appointees and volunteers of the Town as well as all other entities subject to this Resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this Resolution.

Section 7: The Clerk/Administrator shall establish a system to monitor compliance and shall report at least annually to the Governing body the results of the monitoring.

Section 8: At least annually, the Clerk/Administrator shall cause a summary of this Resolution and the procedures established pursuant to this Resolution to be communicated within the Town. This communication shall include a statement from the Governing Body expressing its unequivocal commitment to enforce this Resolution. This summary shall also be posted on the Town's website.

WILLIAM W. KUSTER, JR.
Town Clerk/Administrator

Dated: July 6, 2009

GENERAL COMPLAINT PROCEDURE

Any individual who observes alleged wrongdoing on the part of officials, employees, or volunteers associated with the Town of Hackettstown may report such action using this procedure. This includes any action the individual believes to constitute harassment, sexual harassment, or any other wrongdoing. Employees of the Town of Hackettstown shall follow the Employee Complaint Procedure. All other individuals, including volunteers and members of the public, may report the alleged wrongdoing to the head of the application department or volunteer organization; or, if they prefer, or do not think that the matter can be discussed with the head of the applicable department or organization, they should contact the Mayor and Common Council, the Clerk/Administrator or the Town Attorney.

Reporting of such incidents is encouraged either when an individual feels that he or she is subject to such incidents, or observes such incidents in reference to other individuals. The report or complaint should be in writing, but individuals may make a verbal complaint at their discretion. If an individual has any questions about what constitutes harassment, sexual harassment, or any other workplace wrongdoing, they may ask their supervisor or one of the individuals listed above. All reports of harassment, sexual harassment, or other wrongdoing will be promptly investigated by a person who is not alleged to be involved in the alleged harassment or wrongdoing.

No individual will be penalized in any way for reporting a complaint. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The complaining individual will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the report of an incident.