

### III. STATEMENT OF AFFIRMATIVE ACTION POLICY

- A. The City of Cambridge has established its Equal Employment Opportunity/Affirmative Action program (EEO/AA) In accordance with the intent of the rules, regulations, and guidelines of the federal and state laws and agencies having oversight in the equal opportunity area. Including the requirements of Titles VI and VII of the Civil Rights Act of 1964, as amended, Federal Executive orders 11246 and 11375, as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, Revised order No. 4, Americans with Disabilities Act of 1990, Age Discrimination Act of 1975, as amended, The Equal Pay Act of 1963, as amended, Massachusetts General Laws Chapter 151B and Commonwealth of Massachusetts Executive Order No. 74 as amended by Executive Order No. 116, No. 117, No.227, No. 253, Executive Order No. 246, Executive Order No. 240, amending and revising Executive Order 200, and the Cambridge Human Rights Ordinance.
1. The City will adhere to the provisions of all federal, state and local laws and regulations governing equal opportunity in employment.
  2. The City will, without regard to circumstances of race, color, religion, sex, marital status, sexual orientation, national origin, age, disability, or Vietnam Era Veteran status:
    - Hire persons who are qualified to perform with or without reasonable accommodations the defined duties and responsibilities of the position to be filled.
    - Provide all employees with the privileges and benefits associated with employment.
    - Promote and transfer employees on a non-discriminatory basis.
    - Provide all employees with an equal opportunity to participate in applicable training and development programs.
    - Compensate all employees based upon the principle of equal pay for equal work.
    - Establish and/or maintain all employee facilities on a non-discriminatory basis.
- B. The City will not limit, segregate, or classify its employees in any way which would deprive any Individual of opportunities, or adversely affect his or her status as an employee because of such employee's race, color, religion, sex, marital status, sexual orientation, national origin, age, disability, or Vietnam era veteran status.
- C. The City will not discharge any employee because of race, color, religion, sex, marital status, sexual orientation, national origin, age, disability, or Vietnam era veteran status.

- D. The City shall provide reasonable accommodations to employees with a disability when necessary to enable such employees to perform the essential functions of their jobs. The City shall also provide reasonable accommodations to job applicants with disabilities where necessary to enable such applicants to complete the job application process.
- E. The City will continue to administer all personnel activities such as compensation, benefits, transfers, training, social and recreational programs, without regard to race, color, religion, national origin, sex, marital status, sexual orientation, age, disability, or Vietnam era Veteran status.
- F. The City will take affirmative steps, including the establishment of goals and timetables, to ensure that the City workforce reflects, at all levels, and in all types of positions the race, sex, disability, or other protected status of the labor markets from which such employees are drawn.
- G. The City will use non-traditional sources and methods of recruiting applicants for employment in order to re-affirm its commitment to equal employment opportunity and affirmative action, and to maintain and encourage a diverse workforce.
- H. The City will take affirmative steps to develop the talents, skills, and other abilities of its workforce and other local resources so that people from underutilized and underrepresented groups within the population may have the opportunity to advance to higher level positions within the City.