

EQUAL EMPLOYMENT OPPORTUNITY POLICY

POLICY: The City of Manteca prohibits, forbids, and does not tolerate discrimination against anyone on the basis of race, color, religion, sex, age, national origin, veteran status, sexual orientation, or disability. All employees, managers, supervisors, and job applicants are guaranteed the same employment opportunities. No person or employee, no matter his or her title or position, has the authority, whether expressed, actual, apparent or implied, to discriminate against another employee of the City of Manteca.

The City of Manteca will not discriminate against any employee, manager, supervisor, or applicant on the basis of race, color, religion, sex, age, national origin, veteran status, sexual orientation, or disability. The City of Manteca's supervisors and/or managers will make all recruitment, placement, selection, training and layoff decisions based solely on job-related qualifications and abilities without regard to race, color, religion, sex, age, national origin, veteran status, sexual orientation, or disability.

The City of Manteca will administer and conduct all personnel procedures including compensation, benefits, discipline, training, recreational and social activities, and safety and health programs without regard to an individual's race, color, religion, sex, age, national origin, veteran status, sexual orientation, or disability.

The City of Manteca prohibits verbal, physical, or visual conduct that belittles or demeans any individual on the basis of race, color, religion, sex, age, national origin, veteran status, sexual orientation, or disability.

Procedure for Reporting Discrimination:

If you have any questions, problems, or complaints regarding a violation of this policy, or discrimination in general, you must communicate your concerns to your immediate supervisor. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the Department Manager or the Administrative Services Director.

If neither of these alternatives are satisfactory to you, then you can direct your questions, problems, complaints, or reports to the City Manager.

EFFECTIVE DATE: **Immediately**

APPROVED:

LAST REVISED: