

Equal Employment Opportunity

Number: I-1

Original Effective Date: 07/01/2017

Revision Date: 06/27/2023

1.0 POLICY

It shall be a policy of the Town of Carolina Beach to hire and promote the best qualified individuals available. To this end, no person shall be refused employment, denied promotion or assignment, discharged or otherwise discriminated against or given preference in any aspect of the employment relationship on the basis of race, gender, religion, age, political affiliation, national origin, sexual orientation, physical or mental disability, pregnancy, childbirth or related medical conditions, genetic information, or any other non-job related factor, except when certain physical and mental requirements are Bona-fide Occupational Qualifications (BFOQ).

2.0 PURPOSE

The Town operates on the premise that a skilled, diverse work force provides more effective services for the citizens. The purpose of this policy is to affirm the Town's commitment to equal opportunity in all matters relating to hiring, assignment, promotion and other personnel actions to help ensure a competent and diverse workforce. Decisions on employment are based on qualifications, experience and suitability for the job; compensation decisions are based on performance; and other personnel-related decisions are based on the Town's core values of honesty, integrity, respect and stewardship.

3.0 SCOPE

This policy applies to all Town employees and applicants for Town positions.

4.0 DEFINITIONS

- 4.1 **Bona-fide Occupational Qualification (BFOQ)** - An employment qualification or standard that is reasonably necessary to the normal performance of duties in the desired position. No current position in the Town of Carolina Beach meets the standard that would allow race or gender to be a BFOQ.
- 4.2 **Equal Employment Opportunity** - A system of employee selection, assignment, and promotion in which personnel actions are made without regard for non-job related factors.
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5.0 ORGANIZATIONAL RULES

- 5.1 Equal Opportunity - The Town's commitment to Equal Employment Opportunity shall include but not be limited to the following:
 - A. continuous monitoring of hiring and promotional processes to identify and eliminate any non-job related barriers to Equal Employment Opportunities, and
 - B. training the organization's hiring officials in selection procedures that are free from the influence of non-job related factors.
- 5.2 Hiring officials throughout the Town are responsible for selecting individuals for employment, assignment or promotion based on reasonable job related factors.

6.0 PROCEDURES

None

7.0 APPENDIX, APPENDICES

None