

## ADMINISTRATIVE REGULATION

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Effective Date: September 6, 1991

Administrative Regulation: 1-1

Revision Date: March 1, 2014

Supersedes: July 1, 2001

Approved By: Arthur A. Anselene

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**SUBJECT: Equal Opportunity Employer**

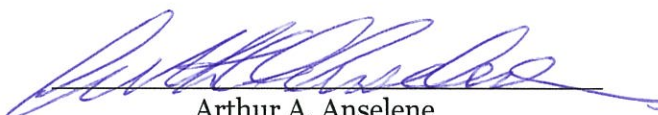
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### I. Policy

The Town of Herndon, Virginia, is an equal opportunity employer. It is committed to a policy of nondiscrimination by incorporating sound merit principles in all aspects of personnel management affecting employees and applicants. The town's policy prohibits all invidious discrimination. It is the policy and practice of the town to recruit, select, train, promote, retain, transfer, discharge, and assign personnel without regard to race, color, religion, national origin, age, sex, disability, sexual orientation, veteran status, non-relevant criminal record, past illegal drug use, or genetics. Further, the town will comply with all applicable local, state and federal laws and regulations, which control in case of conflict or variance with this administrative regulation.

### II. Implementation

- A. The Town of Herndon continuously refines recruitment efforts to attract the best qualified applicants from all groups within the area labor force.
- B. Selection and promotion processes are subject to constant review to assure that job requirements, hiring standards, and methods of selection and placement do not produce adverse effects, but instead contribute to the town's goal of non-discrimination.
- C. The Director of Human Resources will affirm the town's commitment to equal employment opportunity and will be responsible for conducting a regular review of the program, providing necessary training and ensuring the maintenance of supporting documentation.
- D. Any complaints or concerns regarding the town's adherence to this policy should be directed to the Director of Human Resources for investigation and resolution.



Arthur A. Anselene  
Town Manager