

MEMORANDUM

Borough of Franklin Lakes

COUNTY OF BERGEN
DE KORTE DRIVE
FRANKLIN LAKES, NEW JERSEY 07417
201-891-0048
FAX NO. 201-848-9453
Gregory C. Hart, CPM, QPA, Borough Administrator
E-MAIL GHart@franklinlakes.org

TO: All Employees, Volunteer Firefighters, Volunteer Ambulance Corps Members,
Volunteer Board and Commission Members
FROM: Gregory C. Hart, Borough Administrator
DATE: March 29, 2016
SUBJECT: **Borough of Franklin Lakes Civil Rights Policy**

POLICY: It is the policy of the Borough of Franklin Lakes 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.

THIS POLICY MEANS: No official, employee, appointee or volunteer of the Borough of Franklin Lakes by whatever title known, or any entity that is in any way a part of the Borough of Franklin Lakes 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 Borough of Franklin Lakes business or using the facilities or property of the facilities or property of the Borough of Franklin Lakes.

If the meaning of this policy is unclear, or if you have any questions, immediately contact Greg Hart, Borough Administrator, 201-891-0048 Ext. 1201.

THIS POLICY APPLIES TO ALL EMPLOYEES, OFFICIALS, VOLUNTEERS AND ENTITIES PERFORMING VOLUNTEER SERVICES OR WORK FOR THE BOROUGH OF FRANKLIN LAKES.

The prohibitions and requirements of this policy 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 Borough of Franklin Lakes to provide services that otherwise could be performed by the Borough of Franklin Lakes.

PROHIBITED CONDUCT AND LANGUAGE INCLUDES BUT IS NOT LIMITED TO:

Discrimination, harassment and violations of civil rights shall not be permitted and the Borough is committed to enforcement of this policy. Prohibited conduct is defined in the applicable

Federal and State Laws concerning discrimination, harassment and civil rights. It includes but is not limited to discrimination on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), liability for service in the United States Armed Forces, gender identity or expression and/or any other characteristic protected by law.

PROCEDURE TO REPORT ALLEGED DISCRIMINATION, HARASSMENT AND/OR VIOLATIONS OF CIVIL RIGHTS PROHIBITED BY THIS POLICY TO ANY OF THE FOLLOWING OFFICIALS:

Immediately contact: Department Head;
Gregory Hart, Borough Administrator; or
Mark Ruderman, Esq., Labor Counsel

Supervisors and Managers are required to immediately notify the Borough Administrator or Labor Counsel of any acts of harassment, discrimination and/or violations of civil rights they have observed or that have been reported to them.

NO RETALIATION: 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.

TRAINING SHALL BE OFFERED: Training shall be offered periodically concerning duties, responsibilities and rights pursuant to this policy.

COMPLIANCE MONITORING: The Borough Administrator shall distribute this policy and request employee acknowledgement that it was received and read. The Administrator shall report to the Mayor and Council that this policy was distributed semi-annually.

COMMITMENT TO COMPLIANCE: The Mayor and Council expresses its unequivocal commitment to the enforcement of this policy.

Gregory C. Hart
Borough Administrator

This will acknowledge that I have received
and read this Civil Rights Policy.

Signature

Print Name

cc: Mayor and Council
William Smith, Esq., Borough Attorney
Mark Ruderman, Esq., Labor Counsel

GCH/g