

EMPLOYMENT POLICIES AND PROCEDURES

Equal Employment Opportunity

The City of Turlock is an equal opportunity employer and makes employment decisions on the basis of merit. City of Turlock policy prohibits unlawful discrimination based on race, color, creed, sex, gender, gender identity, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and prohibited by the City. City of Turlock policy also prohibits unlawful discrimination by any employee towards customers, vendors, contractors, persons working or visiting on the company's premises.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, and to the extent required by the **Americans With Disabilities Act**, the City of Turlock will make a reasonable accommodation for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship for the City would result.

Any applicant or employee who requires an accommodation in order to apply for the position or to perform the essential functions of the job should contact **Human Resources** at **209-668-5540**, and request such an accommodation. The individual with the disability should specify what accommodation is required to perform the essential functions of the job. The City of Turlock will then engage in a timely, good faith interactive process with the applicant or employee to identify possible accommodations, if any, that will enable the applicant or employee to perform the essential functions of the job. If the accommodation is reasonable, will not create an undue hardship on the City of Turlock or create a safety threat, the City will make the accommodation.

If you believe that you have been subjected to any form of unlawful discrimination, provide a complaint to your supervisor, preferably in writing. If the complaint involves your supervisor, the complaint should be directed to Human Resources. Your complaint should be specific and include the names of the individual(s) involved and any witnesses. The City of Turlock will promptly undertake an effective, thorough and objective investigation.

If the City of Turlock determines that unlawful discrimination has occurred, effective and appropriate remedial action will be taken. Appropriate action also will be taken to deter any future discrimination. The City of Turlock will not retaliate against you for filing a discrimination complaint and will not knowingly permit retaliation by management or your co-workers.