

# **Watertown Industrial Center Local Development Corporation**

## **Equal Employment Opportunity Policy**

Adopted: June 21, 2011  
Reviewed and Amended: July 23, 2013  
Reviewed and Accepted: June 17, 2014  
Reviewed and Accepted: June 23, 2015  
Reviewed and Accepted: June 21, 2016

Our Corporation is committed to equal employment opportunity. We will not discriminate against qualified employees (if applicable) or applicants for employment in any aspect of employment including, but not limited to: recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, benefits, or termination. The policy prohibits discrimination on any legally-recognized basis including, but not limited to: race, color, creed, sex, pregnancy, age, disability, religion, citizenship, national origin, ancestry, military status, veteran status, marital status, sexual orientation, genetic predisposition or carrier status, arrest or conviction record, and any other category protected by federal, state or local law.

You may discuss equal employment opportunity related questions with the Director of Site Facilities or any other member of the Board of Directors. If you have a complaint regarding discrimination or Equal Employment Opportunity, you should immediately report the matter to the Director of Site Facilities. If the complaint involves the Director of Site Facilities, or an employee (if applicable) makes a report to this Officer and the Officer either does not respond or does not respond in a manner the employee (if applicable) deems satisfactory or consistent with this policy, the employee (if applicable) is required to report the situation to any other member of the Board of Directors.

The Corporation will investigate all such complaints as quickly and confidentially as possible. Adverse action will not be taken against an employee (if applicable) because he or she, in good faith, reports or participates in the investigation of a violation of this policy. If you feel that you have been retaliated against for reporting a complaint or participating in an investigation, you should notify the Director of Site Facilities or a member of the board of directors immediately.