TOWN OF BOONSBORO
EQUAL OPPORTUNITY PLAN

As a recipient of federal funds the Town of Boonsboro is required to comply with all federal statutes, regulations and Executive Orders relating to civil rights, fair housing, non-discrimination and equal opportunity. The Town's compliance is not specific to the federally funded project or activity. The Town must ensure that its administrative practices, policies and laws meet the intent of the statutes, regulations and Executive Orders.

Therefore, the Town of Boonsboro commits to create an environment for its citizens where no one is excluded from participation or benefit due to their race, color, national origin, ethnicity, gender, disability, familial status, marital status, age or religion. The denial of rights based on any of these protected classes is detrimental to the health, safety and welfare of the citizens and constitutes an unjust denial or deprivation of such inalienable rights which is within the power and the proper responsibility of government to prevent.

Fair Housing

In accordance with the federal Civil Rights Act of 1968 (as amended), the federal Housing and Community Development Act of 1974 (as amended), and the Fair Housing Act of 1988, the Town will promote through fair, orderly and lawful procedures, the opportunity for each person to obtain housing of such person's choice in this community without regard to race, color, national origin, ethnicity, gender, disability, familial status, marital status, age or religion.

To the best of our ability, the Town of Boonsboro will promote and encourage fair housing choice for all its residents. The Town's administrative practices, policies and laws will attempt to prohibit:

- Discrimination in the Sale or Rental of Housing
- Discrimination in Housing Financing
- Discrimination in Providing Brokerage Services
- Unlawful Intimidation

The Town will accept complaints from any citizen that feels that they have been discriminated against related to their housing choice. The Town will make an initial investigation and refer the complaint to the state or the federal housing departments.

For housing projects developed or assisted with federal funds, the Town will ensure that developers will comply with statutes, regulations and Executive Orders.

Equal Opportunity

In accordance with the federal Civil Rights Act of 1964 (as amended), no person in the Town of Boonsboro shall be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance.

It is the policy of the Town of Boonsboro not to discriminate against any employee or any applicant for employment because of race, color, national origin, ethnicity, gender, disability, familial status, marital status, age or religion. The Town will take affirmative action to insure that this policy includes but is not limited to the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training, layoff and termination.

The Town will ensure that it will not discriminate in its procurement practices. The Town's procurement policies allow for open and competitive bidding concerning all procured goods and services. When applicable, the Town will solicit bids from minority women owned businesses. The Town will ensure that all contractors and subcontractors will not discriminate against any employee or applicant for employment.

Personnel Policies

The Town of Boonsboro's personnel policies are in compliance with all federal and state equal opportunity requirements. They are updated as requirements change.

Specifically, employees are notified of their rights, responsibilities and requirements of their specific jobs and as a representative of this city. The personnel policies provide information on compensation, leave, termination, grievances, benefits, sexual harassment, and employee reviews. The personnel policy also provides information about conflict of interest provisions related to contracting and procurement.

A full copy of the personnel policies may be obtained at the Town Hall during normal business hours.

Limited English Proficiency

The Town of Boonsboro recognizes that, as its population increases, its population now includes persons from other countries whose primary language is not English. To that end, the Town will make efforts to identify various populations and to provide information to them in a language they understand.

ATTEST/WITNESS

(Signature)
Chief Elected Official

This Equal Opportunity Plan is hereby adopted by the Boonsboro Mayor and Council on March 6, 2017. It is effective until repealed.