

## TOWNSHIP OF PENNSAUKEN

### RESOLUTION 2023:104

#### **A RESOLUTION TO AFFIRM THE TOWNSHIP OF PENNSAUKEN'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS**

**WHEREAS**, it is the policy of the Township of Pennsauken 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, and

**WHEREAS**, the governing body of the Township of Pennsauken has determined that certain procedures need to be established to accomplish this policy; and

**WHEREAS**, the governing body of the Township of Pennsauken hereby establishes the following prohibitions and requirements to affirm and implement the Township's Civil Rights Policy with respect to all officials, appointees, employees, prospective employees, volunteers, independent contractors, and members of the public that come into contact with municipal employees, officials and volunteers:

1. No official, employee, appointee or volunteer of the Township by whatever title known, or any entity that is in any way a part of the Township 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 Township's business or using the facilities or property of the Township.
2. The prohibitions and requirements of this resolution 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 Township to provide services that otherwise could be performed by the Township.
3. Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.
4. The Pennsauken Township Committee shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. The General Complaint Procedure established by the Pennsauken Township Committee is attached hereto as **Exhibit A**. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.
5. 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.
6. The Pennsauken Township Committee shall establish written procedures that require all officials, employees, appointees and volunteers of the Township as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution. Attached hereto as **Exhibit A** is the Pennsauken Township Committee's Civil Rights Policy Training Guide and Training Log entitled "*The Rights and Duties of a Volunteer in Local Government Leader's Guide*".

7. The Pennsauken Township Committee shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.
8. At least annually, the Pennsauken Township Committee shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Township. This communication shall include a statement from the Pennsauken Township Committee expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Township's web site.

**NOW, THEREFORE, BE IT RESOLVED** by the Pennsauken Township Committee, that the Civil Rights Policy Statements set forth in this Resolution are hereby established, affirmed and adopted with respect to all officials, appointees, employees, prospective employees, volunteers, independent contractors, and members of the public that come into contact with municipal employees, officials and volunteers; and

**BE IT FURTHER RESOLVED** by the Pennsauken Township Committee that the procedures set forth on **Exhibit A** attached hereto in regard to the General Complaint Procedure, Training Guide, and Training Attendance Log are hereby adopted to affirm and implement the Township's Civil Rights Policy; and

**BE IT FURTHER RESOLVED** by the Pennsauken Township Committee that Resolution shall take effect immediately.

**BE IT FURTHER RESOLVED** that a copy of this Resolution shall be published in the official newspaper of the Township in order for the public to be made aware of this policy and the Township's commitment to the implementation and enforcement of this policy.

**Recorded Vote**

**AYE**  
**ABSENT**

**NO**

**ABSTAIN**

The foregoing is a true copy of a Resolution and Exhibit A adopted by the Township of Pennsauken, in the County of Camden, New Jersey on February 2, 2023.

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**PAMELA SCOTT-FORMAN**  
**Township Clerk**