
ANTI- DISCRIMINATION POLICIES

EQUAL EMPLOYMENT OPPORTUNITY*

The Monroe Municipal Utilities Authority is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination (LAD) as amended by the New Jersey Pregnant Worker's Fairness Act. Under no circumstances will the Monroe Municipal Utilities Authority discriminate 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), pregnancy (including pregnancy related medical condition), childbirth, breastfeeding, liability for service in the United States armed forces, gender identity or expression and/or any other characteristic protected by law. Decisions regarding the hiring, promotion, transfer, demotion or termination are based solely on the qualifications and performance of the employee or prospective employee. If any employee or prospective employee feels they have been treated unfairly, they have the right to address their concern with their supervisor, or if they prefer their Department Head, Executive Director, Human Resources, or the Authority Solicitor.

It is the responsibility of each member of authority, from the top administrator to the first line supervisor, to give this non-discrimination policy full support through inspirational leadership and personal example. In addition, it is the duty of every employee of this Authority to create a job environment atmosphere which is conducive to our non-discrimination policies.

AMERICANS WITH DISABILITIES ACT*

In compliance with the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act (LAD), the Monroe Municipal Utilities Authority does not discriminate based on disability, pregnancy, pregnancy related medical condition, breastfeeding, or childbirth. The Monroe Municipal Utilities Authority will endeavor to make every work environment handicap accessible and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act.

It is the policy of the Monroe Municipal Utilities Authority to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act (LAD). We will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability, pregnancy, childbirth or pregnancy related medical condition. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities or pregnant, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on the Monroe Municipal Utilities Authority.

The Executive Director shall engage in an interactive dialogue with disabled employees and prospective disabled/pregnant employees to identify reasonable accommodations or their respective physician. All decisions with regard to reasonable accommodation shall be made by the Executive Director. The American with Disabilities Act does not require the Monroe Municipal Utilities Authority to offer permanent "light duty", relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

In the case of an employee breastfeeding her infant child, the accommodation shall include reasonable break time each day to the employee and a suitable room or other location with privacy, other than a toilet stall, in close proximity to work area for the employee to express breast milk for the child.

Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting Monroe Municipal Utilities Authority's facilities. Any questions concerning proper assistance should be directed to the Executive Director.

WHISTLEBLOWER POLICY*

As a matter of policy, the Authority abides by all federal, state and local laws, rules and regulations applicable to it and has all its employees do the same. Every employee is responsible for assisting the Authority to implement this policy.

In the ordinary course, a violation of this policy should be reported to an employee's Department Head in writing, signed by the employee. If that is not practical or if that action is taken but does not prevent or correct the perceived violations, the employee is to deliver a written statement, signed and dated to Human Resources. The written statement should detail the specific information the employee possesses so that the Authority may undertake an investigation.

The Authority or any of its employees will not retaliate against any employee who makes a good faith report pursuant to this policy, even if an investigation reveals that no violation occurred. More specifically, neither the Authority nor any of its employees will take any retaliatory action or tolerate any reprisal against an employee who:

Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the Authority or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law.

Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the Authority or another employer, with whom there is a business relationship.

Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any government entity;

Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the Authority or any governmental entity.

Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes: (1) is in violation of a law, or a rule or regulation issued under the law. (2) is fraudulent or criminal; or (3) is incompatible with a clear mandate of public policy concerning the public health, safety, welfare or protection of the environment. See N.J.S.A. 34:19-3.

Disclosure to the Authority first, however is not required where (1) the employee is reasonably certain that the violation is known to one or more officials; (2) where the employee reasonably fears physical harm; or (3) the situation is emergent in nature. The employee must give the Authority a reasonable opportunity to correct the activity, policy or practice. It is the Authority's responsibility to correct or prevent such violations. This is a legal obligation and a practical necessity. A violation can taint the credibility of the

Authority and cause the Authority and its employees to be subjected to adverse publicity leading to public distrust.

This policy is important to the Authority. Each employee should seek to resolve any problem within Authority channels before reporting it to any outside person or entity.