



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## **RESOLUTION 25-192**

**AFFIRMING THE BOROUGH OF HIGHLANDS 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 Borough of Highlands 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 Borough of Highlands determined that certain procedures need to be established to accomplish this policy.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands that:

**Section 1:** No official, employee, appointee or volunteer of the Borough of Highlands by whatever title known, or any entity that is in any way a part of the Borough of Highlands 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 Borough of Highlands' business or using the facilities or property of the Borough of Highlands.

**Section 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 Borough of Highlands to provide services that otherwise could be performed by the Borough of Highlands.

**Section 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.

**Section 4:** The Borough of Highlands establishes the attached General Complaint Procedure for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this Resolution. This procedure includes alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator if the alleged violator is the normal contact for such complaints.

**Section 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.

**Section 6:** The Borough Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of the Borough of Highlands as well as all other entities subject to this Resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this Resolution.

**Section 7:** The Borough Administrator shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

**Section 8:** At least annually, the Borough Administrator shall cause a summary of this Resolution and the procedures established pursuant to this Resolution to be communicated within the Borough of Highlands. This communication shall include a statement from the Governing Body expressing its unequivocal commitment to enforce this Resolution. This Resolution shall be posted on the Borough of Highlands' web site.

**Section 9:** This Resolution shall take effect immediately.

**Section 10:** A copy of this Resolution shall be published in the official newspaper of the Borough of Highlands for the public to be made aware of this policy and the Borough of Highlands' commitment to the implementation and enforcement of this policy.

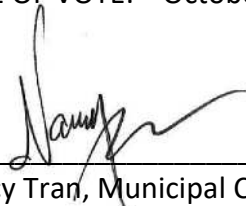
**Section 11:** A certified copy of this Resolution shall be forwarded to the Borough Administrator, the Chief Financial Officer and the Borough Attorney.

Motion to Approve R 25-192:

|           | INTRODUCED | SECOND | AYE | NAY | ABSTAIN | ABSENT |
|-----------|------------|--------|-----|-----|---------|--------|
| CERVANTES |            | X      | X   |     |         |        |
| CHELAK    |            |        | X   |     |         |        |
| MELNYK    |            |        | X   |     |         |        |
| OLSZEWSKI |            |        |     |     |         | X      |
| BROULLON  | X          |        | X   |     |         |        |

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: October 15, 2025

  
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Nancy Tran, Municipal Clerk  
Borough of Highlands

## **BOROUGH OF HIGHLANDS**

### **GENERAL COMPLAINT PROCEDURE**

Any individual who observes alleged wrongdoing on the part of officials, employees, or volunteers associated with the Borough of Highlands may report such action using this procedure. This includes any action the individual believes to constitute harassment, sexual harassment, or any other wrongdoing. Employees of the Borough of Highlands will follow the Employee Complaint Procedure. All other individuals including volunteers and members of the public may report the alleged wrongdoing the Borough Administrator or the Borough Clerk. Any individual who does not think that the matter can be discussed with the Borough Administrator or the Borough Clerk should feel free to go to the head of the applicable department or volunteer organization or any upper management representative with whom they feel comfortable relaying the problem.

Reporting such incidents is encouraged when an individual feels that they are subject to such incidents or observes such incidents in reference to other individuals. The report or complaint should be in writing, but individuals may make a verbal complaint at their discretion. If an individual has any questions about what constitutes harassment, sexual harassment, or any other workplace wrongdoing, they may ask the Borough Administrator or Borough Clerk. All reports of harassment, sexual harassment, or other wrongdoing will be promptly investigated by a person who is not alleged to be involved in the alleged harassment or wrongdoing.

An individual will not be penalized in any way for reporting a complaint. The Borough of Highland prohibits discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. The Borough of Highlands also prohibits discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, the Borough of Highlands will swiftly pursue appropriate corrective and/or disciplinary action. The Borough of Highlands will take disciplinary action up to and including discharge against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate to protect the privacy of the individuals involved. An investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The complaining individual will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the report of the incident.