

Town of Exeter, New Hampshire - Policy Against Discrimination

Notice is hereby given to all residents of the Town and all other members of the General Public that it is this Town's policy and commitment that no person shall be subject to any word or act of illegal discrimination committed by any representative of the Town based on race, color, national origin or any other protected category. The Town therefore gives public notice to assure its compliance with the Civil Rights Act of 1964, and any of its amendments. Any person who believes that they have, individually, or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, national origin, or limited English proficiency may file a complaint with the Town of Exeter. A complaint must be filed within 180 days after the date of the alleged discrimination.

Any person who requires additional information concerning this notice or believes that they have been subjected to discrimination and would like to file a complaint should provide written notice to the Town of Exeter's office of the Town Manager:

Russell Dean, Town Manager
Town of Exeter, NH
10 Front Street,
Exeter, NH 03833

Complaint Process

Complaints may be filed with the Town using the Complaint Form below. In addition to the online form, reports can be submitted:

- By emailing Russell Dean, Town Manager at rdean@exeternh.gov
- In writing and mailed to: Russell Dean, Town Manager, Town of Exeter, NH, 10 Front Street, Exeter, NH 03833
- By calling the office of the Town Manager at 603-773-6102

Complaints must be received within 180 days from the date when the stated discrimination occurred.

All complaints are reviewed by, and if required, investigated by the Town Manager. Upon receipt of the complaint, you will be informed that an investigation of the complaint will be conducted and that immediate corrective action will be taken, if appropriate.

Following the complaint investigation, you will be notified in writing of the results. Should you wish you appeal the decision for reconsideration of the complaint, please notify the office of the Town Manager in writing within thirty (30) days of the decision. Complaints and investigative files of the complaints are maintained by the office of the Town Manager for a minimum of seven years.

Preliminary Inquiry

Upon receiving the complaint, the Town Manager will conduct a preliminary inquiry to determine the need for further investigation.

1. The Town Manager will notify you in writing that a preliminary inquiry is underway to determine the need for further investigation.
2. If the preliminary inquiry indicates that an investigation is warranted, you will be notified in writing and an interview will be scheduled.
3. If the preliminary inquiry indicates an investigation is not warranted, you will be notified in writing of the reasons why and factors considered.

Complaint Processing

If the complaint is within the Town of Exeter, or informal resolution was not possible, it will be promptly and impartially investigated.

The Town of Exeter's goal is to address complaints within 90 days of receipt, though the time to carefully investigate complaints may be longer depending on the nature of the complaint and complexity of the issue.

You will be notified in writing of the results of the investigation, what actions will be/have been taken in response and a timeline to request review.

Investigative Process

Following the initial inquiry, and dependent on the nature of the complaint, the Town Manager will investigate formal discrimination complaints in conjunction with the Human Resource Department.

The investigation includes obtaining relevant facts, such as information from the preliminary inquiry.

Upon the conclusion of the investigation, a report will be prepared detailing relevant facts and investigation findings, with recommendations to be provided to the appropriate supervisor or supervising body, if necessary.

Town of Exeter, New Hampshire – Discrimination Complaint Form

Please complete the information below so that we may begin to process your complaint. Fields with an * (asterisk) are required. Should you require any assistance in completing this form, please contact the office of the Town Manager at 603-773-6102.

* First Name _____

* Last Name _____

Company Name (if applicable) _____

* Address _____

* City _____

* State _____

* Zip Code _____

* Telephone Number and/or Email Address

* What type of discrimination did you experience? Race ___ Color ___ National Origin ___ Language___

* Explain as clearly as possible what happened and why you believe you were discriminated against: