



TOWN OF NEEDHAM
NORFOLK COUNTY MASSACHUSETTS

Human Resources Department

NEEDHAM TOWN HALL
1471 Highland Avenue
Needham, MA 02492
TEL: 781-455-7500 x 234
FAX: 781-455-0165
HR@needhamma.gov
www.needhamma.gov/HR

Town of Needham
Equal Employment Opportunity Voluntary Self Identification Form

The Town of Needham recently adopted a Racial Equity Statement, committing to be a community free of racism, racial bias, prejudice, and discrimination. Our residents, schools, businesses, organizations, and government will work together to identify barriers to racial equity and create solutions, opportunities, resources, and support for removing them.

1. We will work collaboratively and democratically toward a just, equitable, antiracist community.
2. We will work to identify and change current policies, procedures, practices, and cultural norms in Needham that prevent meaningful access to opportunities because of race.
3. We will create opportunities for the community to confront unpleasant truths and seek solutions that always amplify values of racial equity.
4. We will intentionally create spaces for respectful dialogue and difficult conversations toward racial equity.
5. We will actively engage with those who feel the impact of racism most directly, seeking their input, guidance, and honoring the wisdom of their experience.
6. We will commit as individuals to be intentional in our efforts to learn and practice anti-bias and antiracism, transforming our thinking, attitudes, and behaviors.

The Town is committed to recruiting and retaining a diverse and inclusive workforce. In order to measure progress toward this goal, the Town asks all employees to complete this self-identification form. The Town is also required to report labor force data on gender and race to the Equal Employment Opportunity Commission bi-annually.

Completion of this form is voluntary and will not affect the terms or conditions of your employment. This form will be used for reporting purposes only. The information will be de-identified from the individual and shared only as aggregate, summary data of all employees.

Although voluntary, we hope that you will choose to fill this survey out. The first step toward meeting our goals for racial equity is collecting quality metrics to be able to track our progress.



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Name: _____

Job Title/Department: _____

Date: _____

GENDER

Please check one of the options below:

- ☐ Male
☐ Female
☐ Non-binary
☐ Not listed
☐ Prefer Not to Answer

RACE/ETHNICITY

As defined by U.S. Equal Employment Opportunity Commission (EEOC) for EEO-4 data collection requirements

Please check one (or more) of the descriptions below corresponding to the ethnic group with which you identify:

Hispanic or Latino/Latinx: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino/Latinx): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Black or African American (Not Hispanic or Latino/Latinx): A person having origins in any of the black racial groups of Africa.

Asian (Not Hispanic or Latino/Latinx): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Native Hawaiian or Pacific Islander (Not Hispanic or Latino/Latinx): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

American Indian or Alaska Native (Not Hispanic or Latino/Latinx): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Two or more races (Not Hispanic or Latino/Latinx): All persons who identify with more than one of the above racial categories. Please also mark this category if you selected multiple categories above.

I do not wish to disclose.