

 Orange County Sanitation District Personnel Policies	Policy Number: 6.6
	Effective Date: TBD
Subject: Diversity, Equity, and Inclusion	Supersedes: N/A
	Approved by: General Manager

1.0 PURPOSE

- 1.1 To ensure OC San maintains a diverse, equitable, and inclusive workplace through objective and consistent standards, rules, programs, procedures, and practices. This policy covers all aspects of employment including, but not limited to, recruitment, hiring, job assignment, promotion, employee benefits, conditions of employment, compensation, transfer, discipline, training, work environment, and termination of employment.

2.0 ORGANIZATIONAL UNITS AFFECTED

- 2.1 This policy applies to all OC San employees, job applicants, and all persons who perform services for OC San, including interns, volunteers, and persons working under contract.

3.0 DEFINITIONS

- 3.1 Discrimination is the unfavorable or unfair treatment of a person in the work environment, based on a legally protected class (as described above).
- 3.2 Diversity is the collective differences and similarities that include individual characteristics, values, beliefs, experiences, backgrounds, preferences, and behaviors that comprise the OC San workforce.
- 3.3 Equity refers to a state where rules, programs, procedures, and practices are applied uniformly regardless of race, color, religion, sex (including pregnancy, childbirth, and breastfeeding), sexual orientation, age, national origin, ancestry, actual or perceived disability, medical condition, genetic information, military and veteran status, marital status, gender, gender identity, gender expression, exercise of rights relating to any legally-provided leave of absence, or any other legally protected basis.
- 3.4 Harassment is defined as: (1) conditioning the granting or denial of employment benefits on the acceptance of unwanted verbal or physical conduct, or (2) creation of a hostile work environment through verbal, physical or visual conduct based on a legally protected class that is severe and/or pervasive and interferes with an employee's ability to do his or her job.
- 3.5 Inclusion is involving people from a range of different social and ethnic backgrounds, where individuals have equal access to opportunities and resources; where rules, policies, and procedures are applied uniformly; and where the OC San workforce can contribute fully to the organization's success regardless of race, color, religion, sex (including pregnancy, childbirth, and breastfeeding), sexual orientation, age, national origin, ancestry, actual or perceived disability, medical condition, genetic information, military and veteran status, marital status, gender, gender identity, gender expression,

exercise of rights relating to any legally-provided leave of absence, or any other legally protected basis.

3.6 Legally Protected Class includes race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, and breastfeeding), gender, gender identity, gender expression, age (40 years or older), sexual orientation, military and veteran status, and exercise of rights relating to any legally-provided leave of absence.

3.7 Sex includes, but is not limited to, pregnancy or medical conditions related to pregnancy, childbirth or medical conditions related to childbirth, breastfeeding or medical conditions related to breastfeeding. "Sex" also includes, but is not limited to, a person's gender.

4.0 POLICY

4.1 OC San is an Equal Opportunity Employer and maintains a diverse, equitable, and inclusive workplace through objective and consistent standards, rules, programs, procedures, practices, and established Core Values. Equal opportunity shall apply to all aspects of the employment relationship, including, but not limited to, hiring, promotions, training and development, working conditions, compensation, benefits, and discipline.

4.2 All OC San employees, contractors, interns, volunteers, and temporary workers are expected to comply with this policy and all procedures to maintain a diverse, equitable, and inclusive work environment.

5.0 PROCEDURE

5.1 All employees are required to interact in a professional, respectful, and courteous manner, in accordance with Core Values, and apply the standards, rules, programs, procedures, practices, in an objective and impartial manner regardless of race, color, religion, sex (including pregnancy, childbirth, and breastfeeding), sexual orientation, age, national origin, ancestry, actual or perceived disability, medical condition, genetic information, military and veteran status, marital status, gender, gender identity, gender expression, exercise of rights relating to any legally-provided leave of absence, or any other legally protected basis.

5.2 Managers and supervisors are required to monitor the workplace, recognize conduct potentially in violation of this policy, report any such observations, and take appropriate action to address unacceptable behavior.

5.3 Managers and supervisors who receive reports of policy violations from other employees must take all such complaints seriously and provide timely and appropriate follow-up to include reporting the complaint to the Human Resources Department.

5.4 Employees who believe they have been subjected to conduct or have observed conduct prohibited by this policy are expected to immediately report the matter, verbally or in writing, to his or her manager or supervisor, or to the Human Resources Department..

6.0 EXCEPTIONS

6.1 Any employee who knowingly files a false and malicious report or complaint, as opposed to a complaint which, even if erroneous, is made in good faith; or anyone who

fails to report an actual or perceived form of harassment or discrimination as outlined in this policy, may be subject to appropriate disciplinary action, up to and including termination.

7.0 PROVISIONS AND CONDITIONS

8.0 RELATED DOCUMENTS

- 8.1 U.S. and California State Constitutions
- 8.2 Title VII of the Civil Rights Act of 1964
- 8.3 California Fair Employment and Housing Act
- 8.4 OC San Core Values
- 8.5 Policy 1.1, Harassment & Discrimination
- 8.6 Policy 1.2, Retaliation & Whistleblowing
- 8.7 Policy 1.4, Recruitment & Selection
- 8.8 Policy 2.1, Classification & Compensation
- 8.9 Policy 4.1, Insurance
- 8.10 Policy 4.10, Employee Development
- 8.11 Policy 5.1, Rules of Conduct
- 8.12 Policy 5.2, Discipline
- 8.13 Policy 6.1, Appraisal of Performance
- 8.14 Policy 6.2, Open Communication
- 8.15 Policy 6.4, Problem Solving
- 8.16 Policy 6.5, Grievance Procedure