

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section:	Employment
Standard:	EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY
Section #:	A-1
Effective:	September 3, 2008

See Also:	Accommodation of Disabled Applicants and Employees; Harassment and Other Prohibited Conduct; Recruitment and Selection
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GENERAL STANDARD

In accordance with applicable federal and state laws and regulations, the Authority encourages workplace diversity and will not discriminate against any applicant or employee because of race, color, gender, religious creed, sex (including pregnancy or child birth), age, national origin, ancestry, sexual orientation, physical or mental disability, medical condition including genetic characteristics, veteran status, marital status, family care status, or any other considerations made unlawful by federal, state or local law.

SPECIFIC STANDARDS

Hiring, promotion, and all other decisions affecting an individual's employment, at all job levels, are to be made on the basis of that individual's qualifications as related to the requirements of the position.

- ❑ The Authority prohibits harassment of any individual on any basis listed above. For more information about the types of conduct that constitute impermissible harassment, please refer to the Standard regarding ***Harassment and other Prohibited Conduct***.
- ❑ This policy extends to every phase of the employment process and relationship, including:
 - Recruitment
 - Hiring
 - Transfer
 - Promotion
 - Job assignments
 - Training
 - Compensation
 - Benefits
 - Performance appraisal
 - Authority-sponsored educational activities
 - Authority-sponsored social and

recreational activities

- ❑ During job interviews, only job-related questions shall be asked and information relevant to job requirements sought.
- ❑ The Authority actively encourages and provides opportunities for all employees to take advantage of training and development opportunities.
- ❑ The Authority offers on-the-job assignments, training programs internally and externally, and programs supported through the education reimbursement program.
- ❑ The Authority will take every opportunity to ensure that all employees are informed of the Authority's non-discrimination policy and the commitment to provide equal employment opportunities.
- ❑ The Authority will take every opportunity to advise employees that the Human Resources Department or any member of management can be contacted and expected to respond to a question or complaint regarding discrimination or harassment.
- ❑ Managers must immediately advise a member of the Human Resources Department of any complaints regarding alleged discrimination or harassment of an employee, even if the employee requests that "nothing be done about it" or the manager believes s/he satisfactorily has resolved the complaint. Employees also may file complaints of alleged discrimination directly with a member of the Human Resources Department.
 - I. A member of the Human Resources Department or, if warranted, an independent third party, will conduct a thorough investigation of every discrimination complaint and make determinations regarding the facts of the complaint and whether improper or inappropriate conduct may have occurred.

- II. If improper or inappropriate conduct has occurred, effective remedial action will be taken, consistent with the severity of the offense. Appropriate steps also will be taken to prevent any future improper or inappropriate conduct from occurring.
- III. No action will be permitted by any manager or employee in retaliation against an employee making or filing a discrimination complaint.
- IV. See the ***Harassment and Other Prohibited Conduct*** Standard regarding the Authority's internal procedures for investigation and resolution of complaints of alleged discrimination or harassment and for information on employees' rights to file such complaints with state and federal agencies.

GUIDELINES AND PROCEDURES

New hire orientation is designed to acquaint employees with the Authority's equal employment opportunity policies and to inform them of their personal responsibility for treating all members; co-workers; and Authority tenants, contractors, and suppliers with courtesy and respect.

Staff meetings may also be used to reaffirm the manager's commitment to equal employment.

Managers should seek help early from a member of the Human Resources Department in resolving any interpersonal or workplace issues that the manager is concerned might be based on improper bias or inappropriate behavior. Any issue or problem that may lead to or potentially warrant an allegation of discrimination will be taken *very seriously*.

In portraying the work and involvement of employees at all levels of the Authority in newsletters and other publications, efforts will be made to include employees who represent the diversity of the Authority's workforce.

The Human Resources Department staff ensures that employment and referral agencies are informed fully of the Authority's equal employment policy and also ensures by periodic review that such agencies are utilizing recruitment, screening

and interviewing practices consistent with those of the Authority and applicable legal requirements.