

SANTA MONICA CITY ATTORNEY'S OFFICE EQUAL EMPLOYMENT OPPORTUNITY POLICY

PURPOSE

The Santa Monica City Attorney's Office (CAO) is committed to continuously develop a diverse and productive workforce that reflects, at minimum, the diversity of the population we serve. Managing a diverse workforce enhances our office's responsiveness to an increasingly diverse population, improves relations with the surrounding community, increases our ability to cope with change, and expands the creativity of our office. The CAO is committed to providing an equitable, inclusive, and accessible work environment in which employees are welcomed, valued, and free from discrimination. The CAO shall provide equal opportunity in all terms and conditions of employment, creating a level playing field for employee success. This Equal Employment Opportunity Policy (Policy) is designed to promote equal employment opportunities in the office.

POLICY

All employees, applicants, independent contractors, and any person and/or entity providing services to or working with the CAO pursuant to a contract, are to be treated with dignity and respect and have the same access to opportunities in the workplace. The CAO will not tolerate discrimination or harassment in all terms and conditions of employment, including but not limited to, recruitment, hiring, promotion, discharge, discipline, layoff, recall, transfer, position classification, compensation, fringe benefits, and other privileges of employment. The Policy extends to all CAO sponsored activities, such as training, social or other events, whether held at City facilities, worksites, or at other locations.

It is the responsibility of all CAO employees, applicants, and others with whom the CAO has a contractual relationship with, to behave in a professional and respectful manner so as to create a comfortable work environment that is free from discrimination, harassment, and retaliation.

To ensure the CAO continues to foster an increasingly diverse, productive, and inclusive work environment that is free from discrimination and is operating out of best practices to attract, recruit, hire, and retain diverse employees, the CAO shall:

1. Take steps to eliminate discrimination in personnel policies and practices.
2. Encourage diversity in recruiting, hiring, development advancement, and succession planning.
3. Educate managers, supervisors, and staff members about the CAO's Policy and the process for equal employment opportunities and discrimination claims and/or issues within the CAO.
4. Educate managers, supervisors, and staff members about equal employment opportunities, diversity, inclusion, bias, and unconscious bias, and the impact to the CAO.
5. Annually give opportunity for all managers, supervisors, and staff members to voluntarily self-identify on EEO forms, if they did not initially provide the information

or wish to revise their status, letting them know there are no adverse consequences for those who choose to or not to provide the information.

6. Incorporate a multi-pronged approach to recruiting diversity.
7. Review selection criteria to state specific needs for a job versus the approach of including every possible criterion in job postings.
8. Train interviewers and employees on unconscious bias.
9. Institute a resume qualification-screening process, eliminating keywords or information that could bias interviewers.
10. Utilize multiethnic, multigender, multigenerational, and multifunctional interview panels to the extent possible to help eliminate bias and provide broader perspectives about candidates.
11. Implement, as may be feasible, returnships (for people returning to the workforce after a gap in employment), remote-work arrangements, and phased career exits alongside traditional job sharing and flexible schedules.
12. Implement policies and procedures to accommodate family and health related needs (for example, pregnancy leave, maternity/paternity leave, child care, elderly care, etc.).
13. Implement mentorship assignments that pair staff members with different characteristics to help develop awareness and sensitivity.
14. Build teams within the office with staff members of diverse backgrounds.
15. Ensure equal employment opportunity for minorities, women, protected veterans, and individuals with disabilities.
16. Conduct annual reviews of all employees for promotional opportunities and encourage employees to seek or prepare for such opportunities.
17. Monitor personnel and employment related activities to ensure that personnel practices do not have a discriminatory effect.
18. Conduct annual review of all employees' adherence to and performance under this Policy.

PROCEDURES:

Training and Implementation:

1. Educate managers, supervisors, and staff members on how to work effectively in a diverse environment.
2. Educate managers on how to effectively manage diversity to increase staff retention and productivity, and improve the CAO's ability to cope with changes and promote innovation within the CAO.
3. Educate all employees on this Policy.
4. Conduct training on elimination of bias.

5. Provide regular diversity training and team building activities that gives everyone the opportunity to participate.
6. Provide equal access and opportunities to all employees.
7. Encourage diversity applicant referrals.
8. Continuously expand diversity recruitment resources by advertising for job openings in a wide variety and non-mainstream media, outlets, and organizations.
9. Combine social media recruiting with traditional professional recruiting methods.
10. Maintain an active database and build professional business relationships with those resources. Local veteran halls, minority/BIPOC organizations, female groups, military organizations, and disability resources should be normal business practice for maintaining and expanding diversity recruitment resources.
11. Interview panels should reflect the diversity of the office to ensure a variety of perspectives are heard and applicants can feel welcomed and represented in the office.
12. Encourage feedback on the success of this policy or need for improvement.
13. Include this Policy with recruitment materials and on the CAO website.