

San Diego Housing Commission
POLICY

Subject: Equal Employment Opportunity

Number: PO105.000

Effective Date: 04-17-01

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1. **PURPOSE**

- 1.1 To reaffirm our commitment to the principles of Equal Employment Opportunity (EEO), and to a work environment free of discrimination that values and recognizes the diversity of our work force.
- 1.2 To ensure that staff will not engage in any unlawful discriminatory employment practices prohibited by State and Federal law.
- 1.3 To ensure that individuals are treated fairly and equally in all aspects of employment without regard to race, color, sex, creed, religion, national origin, age, marital status, ancestry, medical condition, disability or sexual orientation.

2. **DEFINITIONS**

- 2.1 **EQUAL EMPLOYMENT OPPORTUNITY** – The assurance that employees and applicants for employment are given equal opportunity with all aspects of the employment process without regard to race, color, sex, creed, religion, national origin, age, marital status, ancestry, medical condition, pregnancy, disability, or sexual orientation in all employment matters, including, but not limited to, promotions, transfers, job rotation, training, work assignments, hiring, merit increases, overtime, awards and discipline.
- 2.2 **HARASSMENT-FREE WORK ENVIRONMENT** - All employees shall be provided a work environment free from harassment. Harassment includes any unwelcome, unsolicited and/or unwanted behavior that offends, humiliates, embarrasses, intimidates, or otherwise causes distress to coworkers, subordinates, supervisors, or volunteers.
- 2.3 **SEXUAL HARASSMENT** - Sexual harassment is unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex. (See Sexual Harassment AR 701.500)

3. **POLICY**

It is the policy of the San Diego Housing Commission to ensure that the principles of fair and equal treatment in all aspects of the employment process are understood, respected, and practiced by all employees throughout the Agency.

Authorized:

Elizabeth C. Morris, Chief Executive Officer

Date

Steven L. Mikelman, Director of Operations

Date

**Signature on File
With Original Document**

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Appropriate disciplinary action will be initiated against anyone who violates the provisions of this Equal Employment Opportunity Policy. Depending upon the violation and the circumstances, appropriate action may include discipline up to and including termination.

4. **REPORTING A VIOLATION**

Any employee who feels that this policy is being violated should immediately bring the matter to the attention of any of the individuals or offices listed below:

- Chief Executive Officer
- Chief of Staff/Director
- Any supervisor or manager (**It is not necessary to follow the chain of command**)
- Human Resources
- Equal Opportunity Office

In addition, employees may file a complaint directly with the following external agencies:

- State of California Department of Fair Employment and Housing (DFEH)
- Federal Equal Employment Opportunity Commission (EEOC)

4.1 **CONFIDENTIALITY**

When responding to a report of an EEO policy violation, the Agency will make every effort to protect the privacy of all individuals involved. However, anonymity and complete confidentiality cannot be guaranteed once a complaint is made, or when inappropriate behavior is made known. While an individual's expressed desire regarding confidentiality will be seriously considered, those wishes must be weighed against the responsibility of the Agency to investigate possible violations of this policy and to take corrective and preventive action where appropriate. Information pertaining to complaints will be maintained in confidence to the fullest extent of the law.

5. **RESPONSIBILITY**

- 5.1 Equal Opportunity Officer will administer the policy, track any discrimination complaints and report workforce diversity periodically. In addition, all formal discrimination complaints will be monitored and appropriate reports issued.
- 5.2 Managers and supervisors are responsible for ensuring that affirmative employment objectives are accomplished.
- 5.3 Employees are responsible for exhibiting respectful behavior of full acceptance and respect for coworkers, as well as supporting the principles of equal employment opportunity (see section 2 above).

This policy is to ensure that Housing Commission employees are aware of their rights and responsibilities and that the workplace is free of discrimination or unequal treatment.

History: Equal Employment Opportunity

Adopted: Issued 8/3/87; Revised 3/2/87; Revised 8/5/91

[Supersedes Equal Employment Opportunity Plan FY94 Dated 8/5/91]

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