

1. WHAT IS THE WORKPLACE EQUITY POLICY?

It is a single, comprehensive policy that prohibits certain inequitable conduct in the workplace including discrimination, harassment, sexual harassment, bystander harassment, bullying, retaliation, and other inequitable conduct on the basis of any protected category or activity. It also outlines procedures for reporting and addressing prohibited conduct in the workplace.

2. WHO DOES THE WORKPLACE EQUITY POLICY APPLY TO?

All City employees, including proprietary department and sworn employees, are protected by and required to follow the requirements of the Workplace Equity Policy. The Policy also applies to City commissioners, neighborhood council board members, other volunteers, and fellows.

3. WHEN AND WHERE DOES THE WORKPLACE EQUITY POLICY APPLY?

The Policy prohibits covered conduct during work hours, and/or at work-related events. It also applies in environments or under circumstances with a nexus to the workplace including but not limited to, during, before or after working hours; during breaks; at work-related conferences; at City sponsored events; online; and off-duty social events.

4. WHAT DOES THIS MEAN FOR ME AS A NON-SUPERVISOR CITY EMPLOYEE?

You are responsible for understanding and conducting yourself in accordance with the Policy. You must also cooperate with equity investigations. Failure to do so may result in administrative action against you, up to discharge or removal.

If you believe you have been subjected to or witnessed any behavior that violates the Policy, you have the right to report it to MyVoiceLA.org; to a City supervisor; to a departmental Workplace Equity Officer, Sexual Harassment Support Officer, LGBTQ+ Support Officer, Reasonable Accommodation/Disability Support Officer, or HR representative; or the Office of Workplace Equity. You may also report it to any external non-discrimination enforcement agency such as the California Department of Fair Employment and Housing or the Equal Employment Opportunity Commission.

5. DOESN'T THE CITY ALREADY HAVE POLICIES AND EXECUTIVE DIRECTIVES IN PLACE FOR DISCRIMINATION AND HARASSMENT?

Yes, the City has issued previous policy statements, however, the Workplace Equity Policy supersedes those policies, specifically Executive Directive 8, Executive Directive 12, HIV and AIDS Discrimination in City Employment Policy, Discrimination Complaint Procedure, Sexual Harassment Complaint Procedure, Sexual Orientation Complaint Procedure, Hazing Complaint Procedure, and the Sexual Harassment Reporting Procedure Update dated December 15, 2017.

6. HOW CAN I ENSURE I AM IN COMPLIANCE WITH THE WORKPLACE EQUITY POLICY?

The Personnel Department will provide training to help City employees understand their rights and responsibilities under the Policy. The training will be mandatory and will be conducted biennially. Additional questions can be directed to the Office of Workplace Equity at per.eeo.ciu@lacity.org.
