

1. WHAT IS THE WORKPLACE EQUITY POLICY?

It is a single, comprehensive policy that prohibits certain 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. The Policy 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 THE SUPERVISOR?

As a supervisor, you are responsible for understanding and conducting yourself in accordance with the Policy and following the Complaint Procedures. You must report any and all potential violations of the Workplace Equity Policy to MyVoiceLA as soon as practically possible, **even if the reporting party requests that no action be taken**. You must also cooperate with equity investigations.

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 consolidates these into a single resource and supersedes them, 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. WHAT IS THE PROCEDURE FOR FILING A COMPLAINT?

Supervisors must report potential violations of the Policy using MyVoiceLa.org as soon as practically possible. When filing the complaint on behalf of another employee, you must include the approximate date and time of the potential violation; the key involved parties including witnesses; any responsive action you have already taken; and your name, department, and contact information.

7. SHOULD I STILL FOLLOW THE STEPS LISTED IN THE DISCRIMINATION COMPLAINT PROCEDURES?

No. The Workplace Equity Policy and the Workplace Equity Complaint Procedures replace the "Discrimination Complaint Procedures." All supervisors should follow the procedures listed in the Workplace Equity Policy, and be informed of and comply with the Workplace Equity Complaint Procedures. Supervisors should also inform their staff to do so as well.

8. HOW CAN I ENSURE MY STAFF AND I ARE IN COMPLIANCE WITH THE WORKPLACE EQUITY POLICY?

The Personnel Department will provide training to help City employees and supervisors 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.
