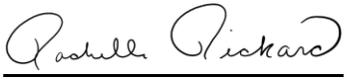


Administrative Policy Number: 24

Policy Approval Date: August 27, 2018

Approved By: 

## **City of Atascadero Diversity and Inclusionary Policy**

### **Policy Statement**

The City of Atascadero is committed to fostering, cultivating and preserving a culture of diversity and inclusion and places a high value on a workplace culture that promotes an environment which is inclusive and embracing of diversity.

### **Policy Purpose**

The City of Atascadero strives to ensure that all of those that we work with and serve are treated with respect, dignity, and fairness with an aim of creating an environment which promotes positive relationships. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique. This policy is designed to promote an environment, in the workplace and for those served by our employees, that promotes inclusion and recognizes, understands and embraces diversity.

### **Standards of Behavior**

In line with the City of Atascadero's commitment to create positive relationships, all employees and volunteers are expected to observe the following minimum standards of behavior, including:

- Being polite and courteous to others
- Being respectful of the differences between people and their circumstances
- Any bullying / discriminating / harassing behaviors towards others will not be tolerated
- Report any inappropriate behaviors in the workplace or connected with the workplace in accordance with the City of Atascadero's Workplace Harassment, Discrimination and Retaliation Policy.
- Strive to ensure that programs and services are designed to be inclusive of all

These standards of behavior are intended to operate in addition to the City of Atascadero – Personnel System Rules.

## **Non-Discrimination & Anti-Harassment Policies**

The City of Atascadero adheres to a number of policies and guidelines to ensure an inclusive, discrimination-free environment, which includes the following examples:

### Americans with Disabilities Act

No qualified person will be denied access to, participation in or the benefits of any program or activity operated by the City because of disability.

### Harassment and Discrimination Prevention Policy

The City of Atascadero is committed to providing a work environment that is free from harassment, discrimination, and retaliation. In keeping with this commitment, the City maintains a strict policy prohibiting harassment, discrimination, and retaliation. The City's Policy prohibits unlawful discrimination and harassment on the basis of race, religion, creed, color, sex, sexual orientation, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth, veteran status, marital status, genetic predisposition, gender identification or age over 40 years. In keeping with this commitment, the City maintains and follows a strict policy prohibiting unlawful harassment and/or discrimination in any form, including verbal, physical, visual, and sexual harassment, coercion, and/or reprisal.

### Equal Opportunity Policy

It is the policy of the City of Atascadero to provide equal employment opportunity without regard to race, color, religion, sex, national origin, age, disability, veteran's status, sexual orientation, gender identity or genetic information.

### Recruitment, Transfers and Promotions

The City of Atascadero fully complies with all Federal as well as even more stringent State of California guidelines in regards to fair employment and hiring practices. The City's recruiting and hiring procedures are non-discriminatory, equal and fair throughout the entire process for all new recruitments, inter-departmental transfers as well as job promotions. We strive to ensure that our City's entire hiring process protects all applicants' rights equally and that every available job opening is fully and appropriately communicated.

### Education

The City of Atascadero conducts regular training for all employees on the City of Atascadero Harassment, Discrimination and Retaliation Policy and other similar policies, and promotes employee trainings that broaden the awareness of diversity and the promotion of inclusion.