



CITY OF BERKELEY

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the City of Berkeley that equal employment opportunity is a critical element of basic merit system principles. All persons shall be afforded equal access to positions in the public service, limited only by their ability to do the job. Additionally, the City is committed to establishing and maintaining a diverse work force at all levels of City employment.

All personnel employment actions such as recruitment, hiring, placements, transfers, promotions, compensation, benefits, layoffs, returns from layoffs, family care leave, terminations, training, social and recreational programs shall be administered regardless of race, color, national origin, ancestry, religion, age, physical or mental disability or medical condition, sex, gender, gender identity, gender expression, sexual orientation, genetic information, marital status, pregnancy, political affiliation, or veterans' status. No City employee or applicant for employment shall be subjected to unlawful discrimination, retaliation or harassment because of their membership in or their association with any of the above listed statutory protected bases. Any person subjected to conduct they believe violates the above principles should report it to the City's Equal Employment Opportunity (EEO) and Diversity Officer; all allegations of discrimination, retaliation and harassment will be taken seriously and promptly investigated. Appropriate remedial actions will be taken with respect to any substantiated allegations.

Additionally, this policy prohibits retaliation against any person who complains about harassment or discrimination, files a harassment or discrimination complaint, or cooperates with or assists in the investigation of such complaints. Managers, supervisors or coworkers shall not take retaliatory action against any person because they participated in the above mentioned protected activity. Employees who experience any adverse action (i.e., refusal to hire, denial of promotion, discipline, reassignment, harassment, etc.) that they believe is retaliation for participating in protected activity are encouraged to report it to the City's EEO Officer; all allegations of retaliation will be taken seriously and promptly investigated. Any substantiated instances of retaliation will subject the employee to disciplinary action, up to and including termination.

The City is committed to a results oriented management program aimed at achieving equal employment opportunity in all occupational levels of the City service, and shall apply good faith efforts to seek out, employ, train and promote underutilized women and minority group members within and entering the City's workforce. Assessment of EEO efforts and cultural diversity issues will be incorporated into the management program.

The Equal Employment Opportunity & Diversity Officer is vested with responsibility and authority for the implementation and enforcement of this policy with Department Heads sharing the responsibility.

Dee Williams-Ridley, City Manager

April 18, 2019