

POLICY 725 DIVERSITY AND INCLUSION

- 1. Purpose.** Eau Claire County is committed to fostering, cultivating and preserving a culture of diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and organization’s achievement as well. 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.
- 2. Responsible Party:** Human Resources
- 3. Scope.**

 - 3.1** This policy applies to all employees and applicants for employment with Eau Claire County, whether sworn, regular, reserve, or civilian, and all volunteers.
- 4. Definitions.**

 - 4.1** Diversity. The range of human differences – recognizing that each person has layers of diversity, which together make their perspective unique and essential to the success of the organization. Human differences include, but are not limited to: personality, age, life experience, race/ethnicity, socio-economic class, gender, sexual orientation, national origin, ability and religion.
 - 4.2** Inclusion. Actively and intentionally valuing multiple layers of human differences viewing such differences as strengths. Inclusion is the degree to which employees and customers of all identities—whether visible or not—are able to be authentic and feel safe and respected.
- 5. Policy.**

 - 5.1** Eau Claire County’s diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of diversity and equity that encourages and enforces:

 - Respectful communication and cooperation between all employees
 - Teamwork and employee participation, permitting the representation or all groups and employee perspectives

POLICY 725 DIVERSITY AND INCLUSION

Effective Date: August 2019

Revised Date:

Eau Claire County
Employee Policy Manual

- Work/life balance through work-life effectiveness programming to accommodate employees' varying needs
- Employer and employee contributions to the communities we serve to promote a great understanding and respect for diversity.

5.2 All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company sponsored and participative events.

6. Reporting Procedures.

6.1 Employees who believe they have been subjected to any kind of discrimination that conflicts with Eau Claire County's diversity and inclusion policy should report directly to their supervisor or a Human Resources representative.

7. Employee Responsibilities.

7.1 Each employee of the County is responsible for complying with this policy and assisting in the initiative to make Eau Claire County a diverse and inclusion place to work.

7.2 Failure of any employee to carry out their responsibilities as defined in this policy will be considered in any performance evaluation or promotional decision and may be grounds for discipline up to and including termination of employment.

8. Supervisor's Responsibilities.

8.1 All employees are responsible for complying with this policy and encouraging a welcoming diverse and inclusive workplace. Supervisors are also responsible for:

8.1.1 Advising employees on the types of behavior prohibited and the County's procedures for reporting and resolving complaints brought to their attention;

8.1.2 Monitoring the work environment daily for signs of non-inclusion;

8.1.3 Stopping any observed acts that may be considered non-inclusive, and taking appropriate steps to intervene, whether the involved employees are within their line of supervision;

8.1.4 Utilizing all reasonable means to prevent a prohibited act from occurring when they know or should know that an employee will or may perform such an activity; and

POLICY 725 DIVERSITY AND INCLUSION

Effective Date: August 2019

Revised Date:

Eau Claire County
Employee Policy Manual

- 8.1.5 Taking immediate action to prevent adverse action or retaliation toward the complaining party and to eliminate the hostile work environment where there has been a complaint.
- 8.1.6 No supervisor will make any employment decision that affects the terms, conditions, or privileges of an individual's employment based on the basis of that person's race, sex, religion, national origin, color, sexual orientation, age, disability or other protected status.
- 8.1.7 Failure of any supervisor to carry out their responsibilities as defined in this policy will be considered in any performance evaluation or promotional decision and may be grounds for discipline up to and including termination of employment.

9. Consequences.

- 9.1 Any employee found to have exhibited any inappropriate conduct or behavior against others will be subject to disciplinary action. Inappropriate behavior constituting harassment, discrimination, or retaliation will not be tolerated and may be subject to training, referral to counseling, reassignment, disciplinary action such as a verbal or written warning, suspension without pay or termination.

10. Complaint Procedure.

- 10.1 This policy will follow the complaint procedure as outlined in Eau Claire County Policy 705 Harassment and Discrimination.

11. Remedial Action.

- 11.1 This policy will follow remedial action as outlined in Eau Claire County Policy 705 Harassment and Discrimination.

12. Training.

- 12.1 Human Resources will provide periodic and refresher training concerning the nature of harassment and discrimination in the workplace and prohibitions on such actions defined in the policy.

13. Conclusion.

- 13.1 Eau Claire County has developed this policy to ensure that all its employees can work in an environment that is diverse and inclusive. The County will make

POLICY 725 DIVERSITY AND INCLUSION

Effective Date: August 2019

Revised Date:

Eau Claire County
Employee Policy Manual

every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately.

- 13.2 Any employee who has any questions or concerns about these policies should talk with the director or Civil Rights Compliance Officer.