



LISA M. GARRETT  
DIRECTOR OF PERSONNEL

**COUNTY OF LOS ANGELES  
DEPARTMENT OF HUMAN RESOURCES**

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**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

20 December 4, 2018

December 04, 2018

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

CELIA ZAVALA  
EXECUTIVE OFFICER

Dear Supervisors:

**APPROVAL OF REVISED BOARD POLICY NUMBER 9.010 – EQUAL EMPLOYMENT  
OPPORTUNITY NON-DISCRIMINATION POLICY STATEMENT AND POSTER (ALL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

The Department of Human Resources (DHR) is requesting approval of the revised Board Policy No. 9.010 - Equal Employment Opportunity Non-Discrimination Policy Statement and Poster (Policy). The revisions were incorporated to align the Policy, including its attached Poster, with our current County Strategic Plan.

**IT IS RECOMMENDED THAT THE BOARD:**

Approve the recommended updates to Board Policy 9.010, Equal Employment Opportunity Non-Discrimination Policy Statement and Poster (Attachment I).

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On March 14, 2018, the Board directed the DHR to review the Policy statement 9.010, prepare a formal memo with any recommended changes, and request to extend the sunset review date to the Audit Committee (Committee) for consideration.

**Implementation of Strategic Plan Goals**

The recommended action is consistent with principles of Countywide Strategic Plan, Goal II: Foster Vibrant and Resilient Communities, as well as Goal III: Realize Tomorrow's Government Today.

The Equal Employment Opportunity Non-Discrimination Policy Statement and Poster declares the Board's intention to hold every County of Los Angeles employee, and every person engaged in business, with or on behalf of the County, with an ongoing responsibility to create a non-discriminatory work environment through their personal conduct. The County strives to be an innovative, flexible, and transparent partner focused on public service and advancing the common good by continually assessing our efficiency and effectiveness, maximizing and leveraging resources, and holding ourselves accountable.

**FISCAL IMPACT/FINANCING**

There is no anticipated fiscal impact or financing required to update the Policy.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

At its meeting held on September 19, 2018, the Audit Committee reviewed and approved the proposed updates to the Policy.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the updated Policy will not impact current services or projects.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lisa M. Garrett". The signature is fluid and cursive, with a large loop at the top.

LISA M. GARRETT

Director of Personnel

LMG:EP:JAWT

ML:DMM:ha

Enclosures

c: Chief Executive Office  
Executive Officer, Board of Supervisors



*Los Angeles County*  
**BOARD OF SUPERVISORS POLICY MANUAL**

Policy #:	Title:	Effective Date:
9.010	Equal Employment Opportunity Non-Discrimination Policy Statement And Poster	06/28/94

(See also [3.060](#))

#### PURPOSE

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Communicates to all County of Los Angeles employees, applicants for employment, and the community the Board's commitment to equal employment opportunity and non-discrimination in the County workforce for all qualified persons, regardless of age (40 and over); ancestry; color; ethnicity; religious creed (including religious dress and grooming practices); denial of family and medical care leave; disability (including mental and physical disability); marital status; medical condition (cancer and genetic characteristics); genetic information; military and veteran status; national origin (including language use restrictions); race; sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth, or breastfeeding); gender; gender identity; gender expression; sexual orientation; and any other characteristic protected by state or federal employment law.

#### REFERENCE

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June 21, 1994 Board Order, [Synopsis 12](#)

June 28, 1994 Board Order (Re-adopted) [Synopsis 109](#)

August 2, 1994 Office of Affirmative Action Compliance memo, "[Board Policy – Equal Employment Opportunity and Non-Discrimination](#)"

Los Angeles County Code, [Chapter 5.08 – Equal Employment Opportunity Program](#)

Los Angeles County Code, [Chapter 5.09 – Policy of Equity](#)

[Civil Rights Act of 1964, as amended](#)

[Americans with Disabilities Act of 1990, as amended](#)

[California Fair Employment and Housing Act](#)

August 2018 Revised [Non-Discrimination Policy Statement and Poster](#)

## POLICY

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It is the policy of the County of Los Angeles to post a document in all departmental offices which consists of a policy statement and poster that declares the Board's intention to hold all County employees responsible for creating a non-discriminatory work environment. Our commitment includes ensuring a non-discriminatory, inclusive workplace and environment where all employees, volunteers, interns, vendors, contractors, and constituents are valued. Every County of Los Angeles employee, and every person engaged in business with or on behalf of the County, has an ongoing responsibility to create a non-discriminatory work environment through their personal conduct. The Board of Supervisors expects each department head, manager, and supervisor to ensure compliance with this policy.

### RESPONSIBLE DEPARTMENT

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Department of Human Resources

### DATE ISSUED/SUNSET DATE

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**Issue Date: June 21, 1994**  
**(Modified to vote – became unanimous**  
**– (6/28/94)**

**Review Date: November 16, 2006**  
**Review Date: June 17, 2010**  
**Review Date: August 20, 2014**  
**Review Date: August 29, 2018**  
**Review Date: August 29, 2018**

**Sunset Date: June 21, 2003**

**Sunset Review Date: June 30, 2010**  
**Sunset Review Date: June 30, 2014**  
**Sunset Review Date: June 30, 2018**  
**Sunset Review Date: September 30, 2018**  
**Sunset Review Date: June 30, 2022**

# NOT IN OUR WORKPLACE!

**DISCRIMINATION.  
SEXUAL HARASSMENT.  
RETALIATION.**



Every County of Los Angeles employee, and every person engaged in business with or on behalf of the County, has an ongoing responsibility to create a non-discriminatory work environment.

**NO DISCRIMINATION**  
disparate or adverse treatment of an individual based on or because of an individual's protected status

**NO SEXUAL /UNLAWFUL HARASSMENT**  
behavior creating an intimidating, hostile, offensive, or abusive work environment

**NO RETALIATION**  
adverse employment action against another for reporting a protected incident or filing a complaint of conduct or opposing conduct

## PROTECTED CHARACTERISTICS

- Age 40 and over
- Ancestry
- Color
- Denial of family and medical care leave
- Disability (including mental and physical disability)
- Ethnicity
- Gender
- Gender expression
- Gender identity
- Genetic information
- Marital status
- Medical condition (cancer and genetic characteristics)
- Military and veteran status
- National origin (including language use restrictions)
- Race
- Religious creed (including religious dress and grooming practices)
- Sex (including pregnancy, childbirth, breastfeeding, and their related medical conditions)
- Sexual orientation
- Any other characteristic protected by state or federal employment law

## PROTECTED ACTIVITIES

- Filing a complaint
- Participating in an investigation or administrative proceeding
- Opposing an unlawful employment action

## WHAT TO DO

Discrimination, sexual harassment, and retaliation are illegal. If you experience, observe, or know of a problem in any of these areas, please contact:



**Any County manager or supervisor**



**County Intake Specialist Unit**  
Hall of Administration  
500 West Temple Street, Rm B-26  
Los Angeles, CA 90012  
(213) 974-9868 or (855) 999-2367  
<https://ceop.bos.lacounty.gov>



**California Department of Fair Employment and Housing**  
(800) 884-1684  
[www.dfeh.ca.gov](http://www.dfeh.ca.gov)



**U.S. Equal Employment Opportunity Commission (EEOC)**  
(800) 669-4000 or (213) 894-1000  
[www.eeoc.gov](http://www.eeoc.gov)

## FOR MORE INFORMATION

Contact your Department's EEO Coordinator:

Name

Phone/Email

# NOT IN OUR WORKPLACE!

DISCRIMINATION .  
SEXUAL HARASSMENT .  
RETALIATION .



COUNTY OF LOS ANGELES  
BOARD OF SUPERVISORS

## EQUAL EMPLOYMENT OPPORTUNITY NON-DISCRIMINATION POLICY

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of age (40 and over); ancestry; color; ethnicity; religious creed (including religious dress and grooming practices); denial of family and medical care leave; disability (including mental and physical disability); marital status; medical condition (cancer and genetic characteristics); genetic information; military and veteran status; national origin (including language use restrictions); race; sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth, or breastfeeding); gender; gender identity; gender expression; sexual orientation; and any other characteristic protected by state or federal employment law. Our commitment includes ensuring a non-discriminatory workplace where individuals are valued for their differences, as well as their similarities.

Every County of Los Angeles employee, and every person engaged in business with or on behalf of the County, has an ongoing responsibility to create a non-discriminatory work environment through their personal conduct.

Responsibility for the implementation of the County of Los Angeles Equal Employment Opportunity Non-Discrimination Policy rests with the Director of Personnel. However, all department heads are responsible for carrying out this policy within their department. The Board of Supervisors expects each department head, manager, and supervisor to ensure compliance with this policy.