

**DEPARTMENT OF HEALTH SERVICES**  
**COUNTY OF LOS ANGELES**



**SUBJECT:** EQUAL EMPLOYMENT OPPORTUNITY

**POLICY NO.** 707

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**PURPOSE::** To provide equal employment opportunity to all qualified persons, regardless of race, color, religious creed, sex, national origin, ancestry, medical condition, marital status, age, physical or mental disability, sexual orientation, or gender identity, and to maintain a non-discriminatory workplace.

**POLICY::** In developing our equal employment opportunity policy, the Department of Health Services is committed to:

- Recruiting, hiring, training, and promoting persons in all job classifications without regard to any non-job related characteristic.
- Ensuring that promotional decisions are in accord with equal employment opportunity requirements for promotional opportunities.
- Ensuring that all personnel actions relating to compensation, benefits, transfers, terminations, training, and education are administered in a non-discriminatory manner.
- Ensuring that no employment practice exists which discriminates against any employee or applicant in any aspect as a result of sexual harassment from a manager, supervisor, client or fellow employee.
- Providing a work environment free from harassment and/or other discriminatory practices for all employees.
- Providing a work environment that complies with Federal and State statutes regarding disability, and providing an interactive process for those having a disability that limits a major life activity.

**Management Responsibility**

The commitment to this policy applies uniformly to all levels of management. Managers are responsible for the implementation of this policy within the organizational unit for which they are responsible.

**Supervisor Responsibility**

Supervisors are responsible for exercising non-discriminatory personnel practices.

**Human Resources Managers**

Human Resources Managers are responsible for fully investigating claims on discrimination and harassment in accordance with County policies, procedures and applicable laws.

All employees shall be informed of this policy and it shall be included as part of the regular orientation program for new employees.

Failure to comply with this policy may result in disciplinary action in accordance with the Department of Health Services Employee Evaluation and Discipline Guidelines.

**AUTHORITY::** Equal Employment Opportunity Commission  
Civil Rights Act of 1964  
State of California Civil Code, Sections 51, 51.5, 54  
State of California Government Code, Sections 12926, 12926.1, 12940, 12955.3,  
19231

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**EFFECTIVE DATE:** Jan 01, 2004

**SUPERCEDES:**

**APPROVED:** Signature on File

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