

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the City of Long Beach to actively promote and provide equal employment opportunity to all persons on all matters affecting City employment. The City of Long Beach is committed to a policy of non-discrimination in employment practices, and reaffirms its commitment that no person shall benefit or be discriminated against on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sex, sexual orientation, or any other basis that is inconsistent with federal or state statutes, the City Charter, ordinances, resolutions, rules or regulations.

WHAT IS HARASSMENT

Harassment is conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, offensive, or abusive work environment.

When such conduct occurs because of an individual's protected status (i.e. race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sex, sexual orientation), it is unlawful.



WHAT IS SEXUAL HARASSMENT

Sexual harassment is conduct of a sexual nature, which is unwelcome, not asked for, and not returned. This is a form of sex discrimination.

Sexual harassment can consist of any form or combination of verbal, non-verbal, visual, or physical conduct. Such behavior includes, but

is not limited to: sexually offensive comments, offers, slurs, innuendoes, leering, ogling, posters, cartoons, or drawings; physical conduct such as touching, pinching, or brushing against another body; or demands for sexual favors.

Criteria used to determine sexual harassment:

- Submission to such conduct is made either as an explicit or implicit condition of employment;
- Submission to or rejection of such conduct is the basis for an employment decision affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.



WHAT IS RETALIATION

To discipline, transfer, shun, or deny a promotional opportunity, training or assignment to an employee, after he/she has filed a complaint, may be viewed as retaliation. Retaliation is unlawful.



HOW TO FILE A COMPLAINT

The complaint process is designed to administratively resolve complaints in a timely manner, ensure appropriate action is taken, and minimize financial impact to the employee and the City.

An individual may file a complaint with an appropriate supervisor or manager, a departmental EEO counselor/designee (see list on back), or the City's EEO Office.



COMPLAINT PROCEDURES

It is the City's intent to provide a workplace that is free from harassment and discrimination.

If an employee believes he/she has been subjected to any type of unlawful harassment or discrimination, he/she should notify the appropriate supervisor, manager, departmental EEO Counselor, or the City's EEO Office.

A prompt and thorough evaluation will be conducted to determine if an investigation is required. The investigation may consist of interviewing relevant witnesses and reviewing documentation. To the extent possible, confidentiality will be maintained.

Upon completion of the investigation, the department and the City's EEO Office will determine a course of action, including any corrective action, if appropriate. The complainant will be informed of the findings and closure of the complaint.

At anytime during this process, the employee may elect to file a complaint with the outside regulatory agencies, either the California Department of Fair Employment and Housing or the U. S. Equal Employment Opportunity Commission.

For additional information, please refer to Personnel Policies and Procedures 2.1 and 2.2 or contact:

**City of Long Beach
EEO Office
(562) 570-3368
(562) 247-9871 (fax)
EEOCLB@longbeach.gov**

DEPARTMENTAL EEO COUNSELORS

City Attorney	Tyler Pike	570-2208
City Auditor	James Lam	570-6989
City Clerk	Maggie Seymore	570-6549
City Council/Mayor	Diana Tang	570-7799
City Manager	Omar Ramos	570-6060
City Prosecutor	Sherri Seldon	570-5621
Civil Service	Crystal Slaten	570-7057
Dev. Services	Francisco Davila	570-6142
DPEC	Meredith Dawson	570-9490
Economic Dev	April Apodaca	570-5386
Energy Resources	Anja Jacobsen	570-2063
Financial Mgmt	Sandra Kennedy	570-6688
Fire	Meg Rau	570-2551
Harbor	Sandy Witz	283-7500
Health	Jodie Griner	570-3304
HR	Khristina Coston	570-6440
Library	Amber Ahlo	570-6110
LB Airport	Dale Worsham	570-2606
PR&M	Sheryl Bender	570-3188
Police	Ruby Marin-Jordan	570-5824
Public Works	Russ Ficker	570-4686
Tech\Innovation	Sandra Aguilar	570-4807
Water	Ken Bott	570-2364



This information is available in an alternative format upon request to the City of Long Beach EEO Office at (562) 570-3368.

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City of Long Beach
Department of Human Resources
Equal Employment Opportunity
411 W. Ocean Boulevard, 10th Floor
Long Beach, CA 90802

Harassment Free Workplace



Alejandrina R. Basquez, Director
Department of Human Resources
411 W. Ocean Boulevard, 10th Floor
Long Beach, CA 90802

Equal Opportunity Employer

CITY OF
LONG BEACH