

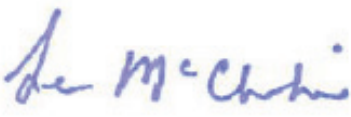
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# Administrative Bulletin

SUBJECT	REFERENCE	APPROVED BY
Equal Employment Opportunity Policy	Department of Justice Administrative Manual, Chapter 7, Section 1	 CHIEF DEPUTY TO THE ATTORNEY GENERAL

## SUPERSEDES MANAGEMENT BULLETIN 03-04

### POLICY STATEMENT

The Attorney General is committed to continuously developing a diverse workforce that reflects the population within the State of California. We value and celebrate diversity as it brings innovation and a unique strength to the important work that DOJ's employees perform in serving the citizens of California.

As such, the Department of Justice (DOJ) is committed to ensuring that equal employment opportunity (EEO) laws and practices are followed and providing a workplace that is free from unlawful discrimination.

DOJ employees must respect diversity and differences and strive for the highest standards in state government by eliminating discrimination and harassment in the workplace. The DOJ continues to actively and affirmatively pursue a course of equal employment opportunity which demonstrates a deep commitment to building and maintaining a professional workforce marked by excellence, integrity and outstanding public service, reflecting the diversity of our state and the people we serve. Collectively, the DOJ's policies and practices that advance these goals will be referred to as the DOJ's EEO Program.

It is a civil right to seek, obtain and hold employment without discrimination, and it is the DOJ's policy to protect and safeguard such rights and opportunities. It is an unlawful employment practice to discriminate or harass on the basis of race, religion (includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth and breastfeeding), gender, gender identity, gender expression, age, sexual orientation, military and veteran status, and political affiliation or political opinion.

The EEO Program is designed to promote a personnel system based on equal employment opportunities and a workplace free from any form of unlawful discrimination, harassment or retaliation, pursuant to state and federal laws. Accordingly, the following principles and practices govern our department:

- The Equal Employment Rights and Resolution (EER&R) Office is responsible for the DOJ's EEO Program. The EER&R Director has statewide responsibility for managing the DOJ's efforts to carry out

the EEO Program, including reviewing employment policies, monitoring and recommending changes to selection processes, and providing advice to executive staff, managers, and supervisors on important and sensitive issues which have EEO considerations.

- The EER&R Director is responsible for managing and directing the DOJ's internal resolution and complaint filing processes to ensure they are fair and effective.
- Equal employment opportunity practices are especially important in the DOJ's hiring and promotional practices. The DOJ is committed to making hiring and promotional opportunities available to the greatest number of qualified applicants. This commitment shall be achieved through practices designed to broaden the pool of potential applicants through proactive recruitment measures and conducting merit-based hiring and promotional practices to select the most qualified applicant.
- Discrimination or harassment undermine the civil rights of all California citizens and serves only to decrease productivity and harm morale in the workplace. The DOJ has a "zero tolerance" policy for all such behavior.
- Responsibility and accountability to EEO principles and practices and the elimination of unlawful employment discrimination require the commitment of all DOJ employees. The Equal Employment Opportunity Advisory Committee (EEOAC) was established to identify potential EEO concerns throughout the DOJ and includes eight Employee Advisory Committees (EACs), which are open to interested employees. The committees are authorized to provide information and make recommendations to the Attorney General through the EER&R Office and its Director. (Chapter 7 of the DOJ Administrative Manual provides additional information on the EACs.)
- Under the oversight of the Division Chiefs and Directors, hiring managers and supervisors are directly responsible for helping to implement the EEO Program on a day-to-day basis, particularly with regard to maintaining a work environment free from unlawful discrimination, harassment, and retaliation. To promote the effective implementation of the EEO Program, the DOJ's managers and supervisors shall review the EEO policies, practices, and procedures and familiarize themselves with the available EEO resources to respond to employee concerns.
- All employees should be aware and mindful of the EEO policies, practices, and procedures discussed in the mandatory Discrimination, Harassment, and Retaliation Prevention Training (DHRPT). In partnership with their supervisors, employees can help foster a workplace that honors hard work, promotes communication and understanding, and respects diversity and different perspective, thereby helping to maintain an effective and fair workplace that is free from any form of unlawful discrimination, harassment, and retaliation.
- Employees are expected to conduct themselves in a professional, respectful, and courteous manner, especially in their workplace conduct and communication toward coworkers, colleagues, and the public we serve.

**CONTACT INFORMATION AND ADDITIONAL RESOURCES**

Contact the EER&R Office at (916) 210-7580 if you have questions regarding this bulletin. Further information about the policies and practices underlying the DOJ's EEO Program is contained in the DOJ Administrative Manual, Chapter 7, Section 1.