

Equity, Access and Diversity Policy . . .

It's Your Policy, Too

As an employee of the City of Lincoln, you are covered by the City's Equity, Access and Diversity policy. This policy states that the City will:

1. Recruit and hire employees without discrimination based on an individual's protected class(es), including: race, color, sex, age (over 40), marital status, disability, religion, national origin, ancestry, sexual orientation, political opinions or affiliations, or gender identity or expression.
2. Treat all employees equally with respect to compensation (equal pay for equal work).
3. Promote the most qualified persons into all job levels without regard to the individual's protected class.
4. Guarantee equal rights to benefits, due process termination and all other conditions of employment.



Methods Behind the Policy

To carry out this policy, the City of Lincoln has established four special objectives to:

1. Encourage and assist all persons to realize their full potential without regard to their protected class.
2. Evaluate personnel policies and procedures on a continual basis to identify any artificial barriers which may cause discriminatory imbalances.

3. Strive for full participation of all persons in all levels of City employment.
4. Comply with both the spirit and the letter of the law guaranteeing equal opportunity and freedom from discrimination.



Bias Free Workplace

It is the policy and practice of the City of Lincoln that sexual harassment of employees in the workplace is unacceptable and will not be tolerated.

Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature." Sexual harassment may include actions such as: sex-oriented verbal "kidding," "printed material," "teasing," or jokes; subtle pressure for sexual activity; physical contact such as patting, pinching or brushing against another's body; or demands for sexual favors.

Further, harassment based on any protected class which creates a hostile environment for an employee is also prohibited.

A "hostile environment" is defined as vicious, frequent and reprehensible instances of harassment based on a person's protected class constituting a "concerted pattern of harassment." This definition goes beyond casual, infrequent or isolated instances. Racial and ethnic

epithets, slurs or jokes directed at or made in the presence of minority group employees are not to be tolerated.

More Than Nice Words

The City of Lincoln stands by its policy and is committed to harnessing a workplace free of harassment and discrimination, where employees treat each other with courtesy, dignity and respect.

The department head shall take prompt, corrective action when he/she is made aware of alleged harassment. Such action may include discipline up to and including termination of the offending employee or employees.



Any employee of the City who believes himself or herself to be the subject of any discriminatory act or harassment by the City or its officers or employees, on the basis of race, color, religion, sex, disability, national origin, ancestry, age, marital status, political opinions or affiliations or any other protected class may register a complaint with the:

- **Employee's Department Head**
Department
Address
Lincoln, NE 68508
Phone:
Email:

- **Doug McDaniel**, Director
Human Resources Department
555 So. 10th Street, Suite 302
Lincoln, NE 68508
Phone: (402) 441-7888
E-Mail: dmcdaniel@lincoln.ne.gov

- **Mindy Rush Chipman**, Equity and Diversity
Officer / Director Commission on Human Rights
555 So. 10th Street, Suite 304
Lincoln, NE 68508
Phone: (402) 441-8691
E-Mail: mrushchipman@lincoln.ne.gov

Help Us Make It Work

The most important part of this equal opportunity policy is your role. As an employee of the City, you are part of a monitoring team and have an opportunity to bring issues to the City's attention. You can do this by reporting any potential discrimination in your department or by filing a complaint if you feel you have been discriminated against. The City does have a grievance procedure.

How to Make a Complaint

An employee who feels that he or she has been the victim of harassment or improper advances and/or ethnic or racially demeaning characterizations should notify the department head or the Director of Equity and Diversity or his/her designate. The complaint will immediately be investigated to determine whether it is justified. If the complaint is found to be invalid, all involved parties will be notified. If the complaint is found to have merit, corrective action, as described above, will be implemented. The confidentiality of harassment and discrimination complaints, as well as any corrective action taken against an employee, will be protected to the highest extent possible.

Complaints should be filed within 60 days of the date of the alleged discriminatory act or harassment, although the time for filing may be extended for good cause shown.

The Equity Access and Diversity Policy has been established to help bring an end to potential discrimination in the City. With your help, the City can carry out its policy and you will have the freedom to reach your full potential as an employee of the City of Lincoln, free from discrimination.