



City Personnel's Equal Opportunity Policy

As a minority-owned, woman-owned business, we are in tune with the richness of experience, perspective, and collaboration that a diverse and equitable workforce brings. City Personnel strives for a diverse and inclusive workplace where everyone feels valued and respected no matter their race, color, gender, sexual orientation, religious/spiritual beliefs, gender identity or expression, natural origin, ethnic origin or background, social origin, family or marital status, age, disability (mental or physical), medical condition, education, or veteran's status or military service.

Diversity, Equity, and Inclusion (DEI) are inextricably linked to our mission, and are part of everything we do. We are committed to following this policy and creating equal opportunities for employment that reflect the rich and unique makeup of our local community.

Over the years, City Personnel's DEI efforts have grown from awareness to building actual competencies.

City Personnel strives to:

- See diversity, inclusion, and equity as connected to our mission and critical to ensure the well-being of our employees, partnerships, and larger communities we serve.
- Acknowledge and dismantle any inequities within our policies and services, and continually update and report the organization's progress.
- Speak to diversity. Recognize that members of an audience or cohort have various lived experiences.
- Support new initiatives and practices to keep our commitment to DEI at the forefront of our work.
- Advocate for and support thinking about how systemic inequities impact our organization's work, and how best to address that in a way that is consistent with our mission.
- Practice and encourage transparent communication in all interactions.
- Lead with respect and tolerance. We expect all individuals to embrace this notion and to express it in the organization's interactions and through everyday practices.

City Personnel stands by the following actions to help promote diversity and inclusion in our organization:

- Pursuing cultural competency throughout our organization by creating substantive learning opportunities and formal, transparent policies.
- Generating and aggregating quantitative and qualitative research related to equity to make incremental, measurable progress toward the visibility of our diversity, inclusion, and equity efforts.
- Including a salary range with all public job descriptions.
- Being mindful of explicit and implicit bias. Developing training for being more intentional and conscious of bias when it comes to the recruiting, hiring, promoting, and evaluation phases.
- Recognizing that systemic inequities and discrimination exist. Challenging systems and policies that create inequality, oppression and disparity.

- Continuing to modify and improve our DEI policies to reflect changes and/or continued education of our staff.
- Development of a whistleblower/incident reporting procedure for our employees and client partners.

Policy Guidelines

At City Personnel we understand that the commitment to DEI falls on everyone within our organization. It requires purposeful action every day.

Employee Responsibilities

- Respecting the dignity and diversity of all people.
- Creating/maintaining an inclusive environment free from discrimination, harassment, and bullying.
- Enhancing their awareness of potential unconscious bias and how that might hinder our ability to be more inclusive and collaborative with one another.

Client Responsibilities

- Ensuring that employment-related decisions and talent practices are free from discrimination and potential unconscious bias.
- Engaging in conscious inclusion and other behaviors that promote equity.
- Cultivating a workplace is free from discrimination, harassment, and bullying.
- Appropriately reporting behavior not consistent with these policies or other policies/laws relating to equal opportunity, diversity, equity, or inclusion.

Discrimination, Harassment, and Bullying

City Personnel provides equal opportunities for employment. All of us have a right to work in an environment free from demoralizing effects of harassment or unwelcome offensive or improper conduct. City Personnel will not tolerate discrimination, harassment, bullying, or conduct that could lead or contribute to harassment of employees by managers, supervisors, or colleagues. This also extends to conduct that takes place off Company premises (including social media) that could reasonably impact employees or others within our workplace.

Employee Access to Training and Development Opportunities

City Personnel is committed to ensuring that all employees and prospective employees are informed of available educational, training, and development programs that support their professional growth. These opportunities are communicated clearly during the interview process, onboarding, and ongoing employment to ensure equal participation and access for all individuals, regardless of background or identity.

Microaggressions

Microaggression refers to subtle, often unintentional, and brief actions or comments that convey discrimination or bias against individuals based on their race, gender, ethnicity, or other aspects of their identity. City Personnel does not condone microaggressions regardless of intent.

Reporting Inappropriate Conduct

If an employee believes that they or another individual has been subjected to conduct prohibited by this policy, the employee is urged and expected to report the relevant facts promptly. An employee can report incidents/grievances via email and orally.

We take allegations of discrimination, harassment, and bullying seriously and ensure they are appropriately investigated. All reported incidents will be investigated with an effort to keep the source of the report confidential, with the disclosure of information as appropriate to facilitate the investigation or resolution of the matter. *City Personnel encourages employees to report in good faith any possible violation of this policy.*

Prohibition of Retaliation

City Personnel will not tolerate threats or acts of retaliation of any kind against any individuals because they report conduct believed to violate this policy, or in good faith provide information in connection with a report or investigation of any such conduct.

Consequences

Employees who do not comply with this policy and/or are found to have engaged in discrimination, harassment, or bullying, will be subjected to appropriate disciplinary action, including coaching and up to, termination.

Right to Amend Policy

City Personnel reserved the right to modify, suspend, change, or terminate this policy at any time, in accordance with local law.

Employee Signature

Date