

SUBJECT: DIVERSITY POLICY	PAGE 1
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POLICY No.: 748	EFFECTIVE DATE: 3/31/10
APPROVED BY: <i>Jana Marie Felder, MD</i>	SUPERSEDES: New

PURPOSE: To create a high performing, productive organization and an inclusive workplace environment in which each person is valued for his/her unique gifts and talents; to capitalize on the innovation inherent in diverse work groups; and to assure that each person is valued on individual characteristics rather than on stereotypes or assumptions.

POLICY: It is the policy of the Department of Public Health (DPH) to foster an environment in which:

1. Groups, as well as individuals, are appreciated for their differences and treat each other with respect;
2. Employees understand and appreciate the heritage and culture of many different groups and are responsive to the uniqueness of each individual;
3. Individuals reach beyond their own experience to appreciate and work effectively with people different from themselves; and
4. All employees reach their full potential in pursuit of departmental and organization objectives.

GOAL: A diverse work force provides advantages both internally, in terms of human resources potential offered by a variety of diverse perspectives, and externally, in increasing the Department's ability to serve an equally diverse community. In order to treat people fairly and provide equal opportunity, DPH seeks to accommodate and learn from the different perspectives and values that characterize diverse employees and clients. Therefore, it is the goal of DPH to:

1. Build on the foundation of equality of opportunity and diversity, and embrace these concepts as necessary to ensure fair representation and treatment of diverse employees and the multicultural community we serve;
2. Establish a strategic plan for managing diversity in every organization;
3. Ensure equal employment opportunity and upward mobility for all elements of our diverse work force;
4. Create an organization culture that fosters individual understanding and accountability for learning about and appreciating employee differences;
5. Make valuing diversity a core departmental and organizational value, one which is practiced and communicated at all levels of DPH;

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6. Conduct employee training to instruct participants to respect the individuality of others by creating an openness to the experience of others, by generating awareness of personal perceptions, by imparting knowledge of cultural characteristics, and by teaching skills to apply cultural concepts in everyday working behaviors; and
7. Hold all managers accountable for demonstrating leadership in valuing diversity.

TRAINING:

1. All DPH employees must receive Diversity and Unlearning Prejudice training.
2. Each employee's attendance at this training must be documented.

RESPONSIBILITIES:

DPH Human Resources

1. DPH Human Resources will provide each newly appointed employee a copy of the DPH Diversity Policy, and obtain his/her signature acknowledging that he/she has received a copy of the policy, and will adhere to it.
2. DPH Human Resources will ensure the DPH Diversity Policy is reviewed annually, and acknowledged by the employee, as delineated in the "Agreement of Understanding" form which is to be attached to each employee's annual performance evaluation.
3. DPH Human Resources will be responsible for scheduling all of the required Diversity Policy training sessions.

AUTHORITY:

Los Angeles County Ordinances and Policies

- County of Los Angeles Ordinance 5.10 - Policy on Diversity