



**Administrative Regulations
Office of the Mayor**

Title: ANTI-DISCRIMINATION

A.R. Number: 4.22 Effective Date: 10/1/2011 Page: 1 of 2

I. POLICY

The City of Richmond seeks to maintain a workplace in which all employees are treated with respect and dignity and is committed to providing a work environment free from discrimination. The City of Richmond is committed to providing equal employment opportunity for all employees and applicants regardless of race, color, religion, sex (pregnancy), age, national origin, citizenship status, disability, genetic information, sexual orientation or veteran status.

An act of discrimination is a serious offense. Any employee who engages in such conduct or encourages such behavior by others shall be subject to disciplinary action, including possible dismissal from the City service. This policy applies to all aspects of the relationship between the City and its applicants and/or employees, to include, but not be limited to recruitment, employment, promotion, transfer, training, working conditions, wages and salary administration, employee benefits, and the application of policies.

The City of Richmond will not tolerate any form of retaliation directed against an employee who either complains about discrimination or who participates in any investigation concerning discrimination.

II. PROCEDURE

A. Unacceptable Behaviors or Conduct

Discrimination may take many forms, including but not limited to:

1. Disparaging remarks (written or verbal) of a discriminating nature. Includes slurs targeted towards a protected category;
2. Jokes targeting a protected category, as well as jokes or comments of a discriminatory nature;
3. Posters, flyers, personal attire, etc., designed to promote discrimination of a protected category;
4. Disparate treatment of individuals in the protected categories involving recruitment, promotional opportunities, and application of policies, procedures, and regulations;

B. Reporting Procedures

1. In addition to the avenues of redress available through the U.S. Equal Employment Opportunity Commission, effective relief may also be available within City government through the Department of Human Resources; or a classified City employee may participate in the City's grievance process.
2. When appropriate, informal means to resolve discrimination complaints will be taken.
3. When a discrimination complaint cannot be resolved informally, please refer to Administrative Regulation 4.23 – Investigation (Complaint) Policy for detailed procedures on filing a complaint and the respective investigation process.



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III. RESPONSIBILITIES

The City and its agents have a duty to promptly investigate allegations of discrimination and, when appropriate, take corrective actions.

A. Supervisors/Managers

1. In an effort to avoid and eliminate discriminatory activity, the management of each agency shall take affirmative steps to sensitize all of its employees and express strong disapproval of such conduct. These efforts are subject to the approval of the Department of Human Resources. These steps shall include, but are not limited to:
 - a. The communication and distribution of this official City policy to all City employees.
 - b. Monitoring the workplace for potential incidents of discrimination.

B. Department of Human Resources

1. The Department of Human Resources shall be responsible for updating and providing oversight to Agencies in the implementation of this policy.
2. The development and implementation of on-going training and education programs to ensure that all managers, supervisors, and employees clearly understand that discrimination is not tolerated in the workplace.
3. The Department of Human Resources will be available to provide resources to aid in resolution including but not limited to mediation and conflict resolution.

V. AUTHORITY

Title VII, Civil Rights Act, as amended
Age Discrimination Employment Act, as amended
Americans with Disabilities Act, as amended
Equal Pay Act
Immigration Reform and Control Act
Civil Rights Act of 1866
Genetic Information Nondiscrimination Act

VI. REGULATION UPDATE

The Office of the Chief Administrative Officer and the Department of Human Resources shall be responsible for modifications to this policy.

RECOMMEND APPROVAL:


CHIEF ADMINISTRATIVE OFFICER

APPROVED:


MAYOR