

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 because of race, sex, and age (40-70), marital status, disability, religion, national origin, color, sexual orientation or political opinions or affiliations.
2. Treat all employees equally with respect to compensation (equal pay for equal work).
3. Provide equal opportunity for upward mobility.
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 achieve to the ultimate of their ability, without discrimination.
2. Evaluate personnel policies and procedures on a continual basis to identify any artificial barriers which cause discriminatory imbalances.
3. Strive for full participation of minorities, women and persons with disabilities 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, request for sexual favors and other verbal or physical conduct of a sexual nature." Sexual harassment may include such actions 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 national origin, race, religion or age 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 national origin, race, religious, sexual orientation or age 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

Obviously, any government body or private business can draft an affirmative action policy and still not do much to carry it out. But the City of Lincoln stands by its word; not only that, it is committed to see to it that all actions necessary to implement this policy are taken.

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.



Help Us Make It Work

The most important part of this equal opportunity policy is your role in it. As an employee of the City, you are part of a monitoring team. That is, you have an opportunity to bring problems 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.



This Equity Access and Diversity program has been established to help bring an end to potential discrimination in the City. This program is a joint effort. 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.

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 so notified. If the complaint is found to have merit, corrective action, as described above will be implemented.

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**
- **Doug McDaniel**, Director
Human Resources Department
555 So. 10th Street, Suite 302
Lincoln, NE 68508
Phone:
[dmcdaniel@](mailto:dmcdaniel@lincoln.ne.gov) E-Mail: lincoln.ne.gov
- **Kim Taylor-Riley**, Director
Equity and Diversity, Human Rights
Commission
555 So. 10th Street, Suite 304
Lincoln, NE 68508
Phone: (402) 441-8691 Fax: (402) 441-6937
E-Mail: ktaylor-riley@lincoln.ne.gov

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.