



Equal Employment Opportunity Policy

DISTRICT ADMINISTRATIVE POLICY NO. 41

Original Policy Date: 11/16/ 2005

Last Review Date:

Last Revision Date: 3/25/2021

Approved by: Bennett Horenstein

Date: 3/30/2021

Bennett Horenstein, General Manager

The Marin Municipal Water District is an equal opportunity employer. This policy prohibits unlawful discrimination, harassment and retaliation by any supervisor, manager, coworker and/or any other third party that comes into contact with an employee. The District prohibits discrimination or harassment based on the following categories: race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state law, federal law, or local ordinance.

The District is committed to providing equal access and opportunity to qualified individuals with disabilities in its employment practices. MMWD will adhere to the American with Disabilities Act (ADA) of 1990, as amended, the Fair Employment and Housing Act (FEHA) and all other applicable federal and state laws and regulations with respect to providing Reasonable Accommodation, as necessary to afford equal employment opportunity for qualified individuals with disabilities.

To ensure equal employment opportunities and a respectful work environment free of discrimination and harassment, the District requires:

1. District managers and supervisors ensure that principles of equal employment opportunity, inclusion and non-discrimination are followed with regard to recruitment, hiring, placement, promotion, transfer, demotion, layoff, termination, pay and other forms of compensation, training, general treatment of employees in the workplace and other aspects of employment; and
2. Consideration be given to reasonable accommodation requests from candidates and employees with disabilities who have completed an employment application and met the minimum qualifications for a specific available position at the District. Candidates in need of reasonable accommodation must contact the District's Human Resources Manager to initiate the reasonable accommodation process; and
3. All employees are charged with the responsibility of furthering equal employment opportunity by identifying and reporting incidents of discrimination.

Responsibilities

In any instance where an employee believes that this policy has been violated, that employee should contact the District's Human Resources Manager.

Supervisors and/or managers are held to a higher reporting standard. They are required to report to their supervisor and/or manager and the Human Resources Manager any apparent or suspected EEO discrimination, workplace harassment or retaliation. The report should be made within two (2) business days of the supervisor and/or manager becoming aware of the conduct prohibited by this policy.

Supervisors at all levels act on behalf of the District. A supervisor's duties include monitoring their work unit for discriminatory or harassing behavior and taking appropriate steps to stop and correct behavior that violates the District's EEO policy. At the same time, supervisors must enforce this policy as well as adhere to it. Each supervisor is expected to be familiar with policy and all policies prohibiting discrimination and harassment, to incorporate the concepts into his or her own workplace conduct, and to inform employees in the work unit to do the same.

In accordance with Assembly Bill 1835, supervisors, managers and Board Members are required to take sexual harassment prevention training within six (6) months of assuming their position and every two (2) years thereafter.

All District employees are required to complete one hour of Harassment Prevention training, once every two years.

New non-supervisory employees shall be provided anti-harassment and education training within six months of hire.

Retaliation

Retaliation involves taking an adverse action, e.g., firing, demoting, harassing, or otherwise "retaliating" against someone, because they engaged in a protected activity, i.e., filed a charge of discrimination or harassment, complained to the District or other entity about discrimination or harassment on the job, or participated in an employment discrimination or harassment proceeding (such as an investigation or lawsuit).

No reprisals (retaliation) or otherwise adverse action may be taken against employees who report violations of this policy or who participate in an investigation of allegations of discrimination/harassment.

Violations of Policy

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. All allegations of discrimination/harassment and reprisal will be taken seriously and promptly addressed as described in the District's Anti-Harassment and Discrimination Policy. Appropriate corrective actions up to and including termination will be taken to resolve any substantiated allegations.