

O.P. NUMBER	TITLE			ISSUE DATE	REVISION DATE	1		
H-07		Equal Emplo	yment Opportunity	4/29/98	11/5/12			
	1			L		1		
SUMMARY		 Non 	 The Metropolitan Water District of Southern California maintains: Nondiscriminatory employment practices; An equal employment opportunity (EEO) program. 					
		 Will base emp chai Will 	tropolitan Water District of Sour not tolerate discrimination agai ed on a legally protected charac loyee, applicant, or contractor racteristic; take action to prevent and elim lired by law.	nst an emplo cteristic, or h based on a l	byee or applic arassment of egally protect	f an		
SUPERS	ESSION		perating Policy supersedes Ope , 1998 and revised September , 2010.			nd		
AUTHOR	NTY	opportu Genera Metropo	tropolitan Water District mainta nity policy as authorized by fed I Manager delegates authority f plitan's Equal Employment Opp strative Officer and the Human	leral, state, a or administe ortunity Prog	ind local law. ring and enfo gram to the C	The orcing hief		
DEFINITI	ONS	are con revised	initions for equal employment of tained in Administrative Code S, and may be obtained from the unity Manager.	Sections 630	0 and 6305, a			
POLICIE	S	or h cre pro cor orie	tropolitan requires a work envir narassment on the basis of race ed, national origin, color, disabi tected veteran status, religion, ndition, genetic information, ma entation, gender identity or expr tected by law.	e, sex (gende ility (physica age (40 and rital status, a	er or pregnan l or mental), above), med incestry, sexi	ncy), lical ual		
		any priv pro doe em pro	tropolitan does not and will not applicant or employee in oppo- vileges of employment on the ba- tected by law, which are listed as not and will not tolerate hara ployee, or contractor on the ba- tected by law. Such discrimina hibited by this policy.	ortunities, ter asis of any c above. Metr ssment of ar sis of any ch	ms, condition haracteristic opolitan also ny applicant, aracteristic	ns, or		



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POLICIES (continued)		3.	Discrimination of an applicant or e an applicant, employee, or contrac protected characteristic is also pro law. In addition, state and federal a person for filing a complaint, ass investigation or proceeding, or opp harassment based on a legally pro	ctor, based o phibited by st law prohibit sisting or part posing discri	n a legally ate and feder retaliation ag ticipating in a mination or
		4.	Engaging in discrimination or hara policy is conduct subject to discipl including dismissal.	issment in vi	olation of this
		5.	All complaints of discrimination or legally protected characteristic are promptly as appropriate, and appr individuals found to have engaged harassment. Metropolitan has esta internal complaint procedure for put the EEO Policy.	e taken serior opriate actio I in such disc ablished and	usly, investigan is taken ag rimination or maintains ar
		6.	The prohibition against discriminate a legally protected characteristic a Metropolitan's business, whether a facility or external site.	pplies to all t	transactions
		7.	If an employee or applicant believes subjected to discrimination based characteristic by any Metropolitan or if an employee, applicant, or co- she has been subjected to harass protected characteristic by any Met- consultant or other contractor, ver contact; the individual should imm directly to: (1) the EEO Investigation Relations Section Manager, who a and processing such reports for Met- Office, who is responsible for rece- regarding alleged director miscono- manager or supervisor, including to Group Manager, another Group Met- direction Manager, another Group Met- direction Manager, another Group Met- direction Met- direction Met- scherichter and the supervisor, including the group Manager, another Group Met- direction Met- manager Met- direction Met- manager Met- direction Met- directio	on a legally employee or ntractor belie ment based etropolitan er ndor, client, or ediately repo ons Staff or t are responsib letropolitan; (iving and pro duct; or, (3) to put not limite	protected r representati eves that he c on a legally nployee, or other busin or the incider he Employee ole for receivi (2) the Ethics ocessing repo o another d to, the HR



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POLICIE (continu		8. Metropolitan does not retaliate employees, applicants, or con complaint of discrimination or protected characteristic, assis investigation or proceeding, of harassment based on a legally retaliation is prohibited by this should be reported immediate Staff or the Employee Relation responsible for receiving and p Metropolitan; (2) the Ethics Of receiving and processing repor misconduct; or, (3) to another but not limited to, the HR Grou Manager, or the Ethics Officer appropriate and, where approp taken. Any person who engaged disciplinary action, up to and in	tractors who, in g harassment base it or participate in r oppose discrimin y protected chara policy. Any act of ly to: (1) the EEO ns Section Manage processing such r ffice, who is respond orts regarding alle manager or supe up Manager, anot r. Reports will be priate, corrective ges in such retalia	ood faith, main d on a legally a related nation or cteristic. Suc of such retalia of such retalis of such retalia of such retalia of such reta
		 Complaints made frivolously, i may be actionable by the resp result in disciplinary action, up Metropolitan employees will re new employee orientation and mandatory unlawful workplace 	oondent. Such co to and including eceive a copy of the d review it as part	mplaints may dismissal. his policy duri of their
		11. Metropolitan maintains an affin nondiscrimination program in a	rmative action pla	n and
RESPON	ISIBILITIES	 It is the responsibility of every Dis Provide employees under his applicants, and contractors wi harassment-free work environ in, condoning or tolerating bet considered a violation of this penvironment of employees for policy. Enforce the District's EEO Pol his or her direct supervision of right to recourse for activities to the penviron of the penvir	or her direct super ith a discrimination ment, which inclu- navior that could r policy and monitor conduct that could licy and inform en- f the District's EE	ervision, n and des not enga easonably be ring the work Id violate this nployees unde O Policy, and



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RESPONSI (continued	-	 Create an environment where encontractors do not feel intimidated reporting an incident in violation of Immediately report any conduct the policy, or any such allegation to the appropriate, such conduct may all Human Resources Group, to the Officer.) Cooperate in an investigation relaviolation of this policy. Managers from discussing the complaint our process, unless this is done in comanager's or supervisor's job dut law, or authorized by the Legal D authority. Failure to cooperate or misleading information during an complaint outside the investigative disciplinary action, up to and incluse. Not engage in, condone or tolerar reasonably constitute retaliation of contractor for alleging or opposing based on a legally protected char related investigation or proceeding. Successfully and timely complete harassment prevention training an employees under his or her direct successfully complete such training an employee sunder his or her direct successfully complete such training an employee sunder his or her direct successfully complete such training an employee sunder his or her direct successfully complete such training an employee sunder his or her direct successfully complete such training an employee sunder his or her direct successfully complete such training an employee sunder his or her direct successfully complete such training an employee sunder his or her direct successfully complete such training an employee sunder his or her direct successfully complete such training an employee sunder his or her direct successfully complete such training an employee sunder his or her direct successfully complete such training an employee sunder his or her direct successfully complete such training an employee sunder his or her direct successfully complete such training an employee sunder his or her direct successfully complete such training an employee sunder his or her direct successfully complete such training an employee sunder his or her direct successfully complete such traini	d and/or preve of this policy. nat may reaso ne EEO Invest so be reported Legal Departn ated to any cor and superviso tside of the inv nnection with ies, required of epartment or of deliberately pr investigation, e process, may uding dismissa te behavior that of an employee g discriminatio acteristic, or p g. unlawful work s mandated ar t supervision ti	nted from nably violate igations Staf d outside of th nent and/or E mplaint of a rs are prohib restigative performing th or permitted b other appropr roviding false or discussing y be grounds at could e, applicant, on n or harassm articipating in cplace
		 It is the responsibility of every Districts supervisors and managers, to: Be familiar with and understand M maintaining a discrimination and environment, including the proceed that policy. Act in a manner that does not dis other employees, applicants, or c protected characteristic, or engage reasonably be considered a viola Understand that a violation of the disciplinary action, up to and inclu California law allows an employee harassment based on a legally proceed a supervision. 	Aetropolitan's l harassment-fro dures for repor criminate agai ontractors bas le in behavior tion of this poli EEO Policy ca uding dismissa e to sue anoth	EEO policy o ee work ting violation nst or harass eed on a lega that could icy. an result in il; and that er employee



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RESPONS (continued	-	 Cooperate in an investigation relaviolation of this policy. Employees the complaint outside of the invest required or permitted by law, or a Department or other appropriate or deliberately providing false or ninvestigation, or discussing the connective process, may be grated to and including dismissal. Understand and comply with the nondiscrimination policies while pand representing Metropolitan in Not engage in behavior that could retaliation of an employee, applic opposing discrimination or harass protected characteristic, or partice or proceeding. Successfully and timely complete harassment prevention training a It is the responsibility of the Employee to: Supervise the activities of the EE Enforce an EEO Policy which procharassment based on a legally province stigating alleged violations of responsing alleged violations of the policy, and ensure that compapiorpriate, promptly, thoroughly Ensure that Metropolitan takes in corrective action when it is deterring of the policy has occurred. 	s are prohibite stigation proce authorized by t authority. Faile misleading info omplaint outsid ounds for disci objectives of N performing day business trans d reasonably of ant, or contract sment based of ant, or contrac	d from discusses, unless he Legal ure to coopera- ormation durind de of the plinary action Metropolitan's r-to-day job dure sactions. constitute ctor for allegind on a legally ated investigated ated investigated splace Section Mana ns Staff. nation and cteristic. ocessing and cy. ng a violation stigated as ly. appropriate
		 It is the responsibility of the Ethics C Coordinate with the EEO Investig Relations Section Manager conce complaints of discrimination or ha Ethics Office, including immediate may reasonably violate this policy or Employee Relations Section N conduct may be reported outside to the Logal Department) 	ations Staff or erning allegation arassment reco ely reporting a y to the EEO In lanager. (If ap	ons and eived by the ny conduct th nvestigations opropriate, su

to the Legal Department.)



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	 SIBILITIES It is the responsib Manager to: Establish and discrimination characteristic. Provide unlaw With the Legal Administrative charges filed v 	 It is the responsibility of the Equal Employment Opportunity Manager to: Establish and maintain an EEO Policy which prohibits discrimination and harassment based on a legally protected characteristic. Provide unlawful workplace harassment training to all employees With the Legal Department and in compliance with the Administrative Code, receive and respond to EEO related charges filed with state or federal agencies. 				
REFERE	NCES • Administrative • Operating Poli • Affirmative Act Disabilities • Equal Employ • Nondiscrimina • Applicable exe statutes, and r • Discrimination • Applicable Me	tion program in accor <u>Code Sections 6219</u> cy <u>H-03</u> and <u>H-13</u> tion Plan for Covered ment Opportunity Pol tion Program ecutive orders, federa egulations <u>Complaint Procedure</u> tropolitan Board direct	dance with a <u>, 6300—630</u> I Veterans ar licy Statemen I, state, and <u>es</u>	applicable law <u>5, 7111</u> nd Persons w nt local laws,		
APPROV		f Understanding				

Original signed by Jeffrey Kightlinger Jeffrey Kightlinger, General Manager

<u>11/05/12</u> Date