

SANTA CLARA COUNTY

**EQUAL OPPORTUNITY DIVISION
SUMMARY OF POLICIES, PROGRAMS AND EVENTS**

**EQUAL OPPORTUNITY AND EMPLOYEE DEVELOPMENT
DEPARTMENT**

EMPLOYEE SERVICES AGENCY

For further information on the County's Equal Opportunity Policies and Programs please contact Maria Dupras, Director of Equal Opportunity and Employee Development at (408) 299-5865, or Diane Von Merta, Equal Opportunity Division Manager, at (408) 299-5195.

**SANTA CLARA COUNTY
SUMMARY OF EQUAL EMPLOYMENT OPPORTUNITY POLICIES AND
EQUAL OPPORTUNITY DIVISION - PROGRAMS AND EVENTS**

POLICY ON DIVERSITY

Santa Clara County's work force has, for sometime, reflected the "quilt" that is our community. We recognize that diversity includes more than cultural groups, and that valuing diversity requires a change in the way we do business, and how we interact with each other. Valuing diversity requires a change in our organizational culture.

We believe that a diverse work force provides advantages both internally, in terms of the human resources potential offered by a variety of diverse perspectives, and externally, in increasing the County's ability to respond to an equally diverse community. In order to treat people fairly and provide equal opportunity, it is not enough to treat all people the same. The organization must instead respect all people and seek to accommodate and learn from the different perspectives and values they contribute.

FOR FURTHER INFORMATION ON THIS POLICY PLEASE GO TO: insert link

POLICY AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

It is the policy of the Santa Clara County Board of Supervisors that no person shall be discriminated, harassed, or retaliated against with regard to recruitment, selection, appointment, training, promotion, retention, discipline or other aspects of employment on the basis of race, religious belief, color, national origin, culture, ancestry, age, gender, sexual orientation, gender identity, pregnancy, marital status, disability, medical condition, age, political beliefs, organizational affiliations, or association with any individual in any of these groups.

FOR FURTHER INFORMATION ON THIS POLICY PLEASE GO TO: insert link

POLICY ON SEXUAL HARASSMENT

It is County policy to maintain a discrimination-free work environment for all employees. Part of maintaining a good working atmosphere includes freedom from sexual harassment. To foster an environment of respect and mutual support, no form of discrimination, sexual harassment or harassment can be tolerated. The Board also adopted a Policy on Sexual Harassment, which declares that sexual harassment constitutes sex discrimination, which is prohibited.

FOR FURTHER INFORMATION ON THIS POLICY PLEASE GO TO: insert link

REASONABLE JOB ACCOMMODATION POLICY

It is the policy of the County of Santa Clara to fully comply with the reasonable accommodation requirements set forth in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, California's Fair Employment and Housing Act (FEHA), and other related state and federal statutes. These laws require employers to provide reasonable accommodation to qualified employees and applicants with disabilities, unless the

accommodation would cause an undue hardship. The County of Santa Clara is committed to providing reasonable accommodations to employees and applicants in order to ensure that individuals with disabilities enjoy full access to equal employment opportunities.

FOR FURTHER INFORMATION ON THIS POLICY PLEASE GO TO: [insert link](#)

DISCRIMINATION AND HARASSMENT COMPLAINTS

Discrimination, harassment, and retaliation complaints on civil rights protections or related issues are addressed through investigation and/or intervention, to resolve issues and conflicts. The County has an established complaint procedure in place.

FOR FURTHER INFORMATION ON THIS POLICY PLEASE GO TO: [insert link](#)

DISADVANTAGE BUSINESS ENTERPRIZE PROGRAM (DBE)

It is the policy of the County of Santa Clara to ensure that DBEs have an equal opportunity to receive and participate in Federal Highway Administration (FHWA) or any other federally funded contracts. It is also the policy of the County, to ensure non-discrimination in the award and administration of FHWA or any other federally funded contracts; to create a level playing field on which DBEs can compete fairly for FHWA or any other federally funded contracts; to ensure that the DBE Program is narrowly tailored in accordance with applicable law; to ensure that only firms that fully meet the eligibility standards are permitted to participate as DBEs; and to help remove barriers to the participation of DBEs in FHWA or any other federally-funded contracts.

FOR FURTHER INFORMATION ON THIS POLICY PLEASE GO TO: [insert link to DBE](#)

EQUAL OPPORTUNITY TRAINING PROGRAMS

In the prevention of discrimination and harassment in the workplace, all county employees are provided Reasonable Accommodation Training, Diversity Training and Sexual Harassment Prevention Training. Some departments within the County offer Cultural Competency Training. As needed, other training programs are developed and implemented.

FOR FURTHER INFORMATION ON THIS POLICY PLEASE GO TO: [insert link to County Wise](#)

SPECIAL QUALIFICATION WORKER PROGRAM (SQW)

Since 1973, the County has had in place the SQW Program that has assisted persons with disabilities to enter into County employment. This Program has been used to successfully recruit and retain over 116 individuals with various impairments ranging from developmental, learning and hearing, into meaningful County employment.

EVENTS

Unity in Diversity

In an effort to promote diversity as a positive value in the community and to build stronger ties between the County and the community-at-large, the Board of Supervisors has proclaimed the first part of April through the first part of May as "Unity In Diversity" month, since 1997. The County sponsors a series of activities in celebration of "Unity In Diversity" including a

“Unity In Diversity Day” celebration. Members of the community and employees are honored for their commitment and efforts in promoting understanding, unity, and harmony among the County’s culturally diverse residents. The “Unity and Diversity Day” event held at the County Administration Building, and in North and South County, includes cultural activities, displays, entertainment, and international food.

National Awareness of Employment of People with Disabilities (Month of October)

The Board of Supervisors, the Advisory Commission For Persons with Disabilities, and the Equal Opportunity Division sponsors an annual event in October in observing the National Awareness of Employment of People with Disabilities.

Board of Supervisors: Donald F. Gage, Blanca Alvarado, Pete McHugh, James T. Beall Jr., Liz Kniss
County Executive: Peter Kutras Jr.

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