

Los Angeles County Human Relations Commission



The Commission on Human Relations has a legacy that dates back to 1944. What started out as a committee was soon recognized by the Board of Supervisors as a Commission that would serve to address human relations in the County of Los Angeles. It is one of the oldest human relations agencies in the United States, and reflects the County's commitment to promote intergroup respect, understanding, and public safety and civility for all residents.

The Los Angeles County Human Relations Commission is dedicated to promoting positive race and human relations in an increasingly complex and multicultural county. The Commission works to develop programs to stop racism, homophobia, religious prejudice, linguistic bias, anti-immigrant sentiment, and other divisive attitudes that can lead to inter-cultural tension hate crimes and related violence. Teaming with law enforcement, schools, cities, community-based organizations, youth, academics, policy-makers, business people and other leaders, the Commission brings the key players together to resolve immediate inter-cultural conflicts and lay the groundwork for a long-term campaign to eradicate bias and prejudices.

The Commission has an extensive library of resources; including videos, tapes and publications used by the business community, agencies and organizations to understand our diverse populations. In addition, the Commission has led a 15-year-old observance for the County celebrating Cultural Diversity Month, which focuses on the enormous human potential and leadership in our diverse communities. An annual recognition program is held each year, the John Anson Ford Awards, in which the Commission takes the opportunity to honor individuals, organization and companies that have contributed to better human relations for our community.

The Commission also partners with the business community through the Corporate Advisory Committee (CAC). The CAC works with the Commission to address diversity initiatives and multicultural awareness programs in the workplace. Through the CAC, corporate leaders from the public, private and non-profit sectors network on lessons learned, identification of resources and sharing of ideas to address multicultural relations issues on the job. The CAC meets on a quarterly basis and works to support the Commission in attaining its goals.

The Human Relations Commission office may be contacted at (213) 974-7611 for further information.

Los Angeles County Human Relations Commission



Corporate Advisory Committee

Policy Model



Addressing Discrimination and Harassment In The Workplace

The Corporate Advisory Committee (CAC) serves as a business partner with the Los Angeles County Human Relations Commission and is dedicated to the Commission's vision to promote positive intergroup relations through development of multi-cultural awareness and diversity initiatives in the workplace.

The **Corporate Advisory Committee (CAC)** of the Los Angeles County Human Relations Commission has developed a written policy that serves as a model for private and public institutions on the issue of discrimination and harassment in the workplace. This policy sets forth procedures to address such unlawful behavior.

To develop the policy, the project team of the CAC evaluated the “best practice” elements of various corporate policies and publications addressing the subject. A total of 10 private employers shared examples of policies as part of the benchmarking process for this project.

The policy identifies the following key elements:

- **Policy:** establishes a clear and specific policy purpose.
- **Responsibility:** defines employee and management personnel responsibilities.
- **Definitions:** identifies specific examples of prohibited and unlawful behavior.
- **Reporting and Investigation:** outlines specific actions.
- **Discipline:** states that violation of the policy will result in immediate corrective action.

Company Policy Prohibiting Discrimination and Harassment

I. Policy

It is our company’s policy to provide a harassment-free work environment where every employee is treated fairly with trust and respect. In support of this commitment, any form of discriminatory and harassment behavior in our workplace that contributes to a hostile, offensive, or intimidating work environment is unacceptable and will not be tolerated.

II. Responsibility

All employees are responsible to comply with this policy and shall be held accountable to meet all requirements as outlined herein. Any employee who experiences such behavior or is aware of such behavior in our workplace must immediately communicate this information to management or Human Resources.

Management members are held to a higher standard as a result of their responsibility as direct representatives of the company. Any manager who engages in such behavior or does not address known occurrences of unacceptable behavior will be disciplined immediately and more severely.

Instances resulting in an employee’s failure to comply with the provisions of this policy will result in appropriate discipline up to and including discharge.

III. Definitions

Discrimination and harassment behavior is a form of misconduct that violates this policy and in some cases may constitute discrimination that is in violation of federal and state law. Examples of prohibited unlawful behavior include, but is not limited to, the following:

- Harassment behavior of any kind that is verbal, physical, visual, or electronically communicated based on a person’s race, national origin, religion, age, physical or mental disability, sex or sexual orientation in the form of

- Derogatory remarks, slurs, off-color jokes or gestures and taunting; or
- Circulation or posting of written materials or electronic circulation of jokes, messages, cartoons, pictures; or
- Conduct that affects or interferes with an individual’s job performance that creates or is intended to create a hostile, offensive or abusive work environment; or
- Retaliation for having reported or expressed reporting of such harassing behavior or language.

- Sexual harassment is illegal and is a form of sex discrimination forbidden by federal and state law. The EEOC defines sexual harassment as

- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment; or
- When rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- When such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating hostile or offensive working environment.

- Examples of types of conduct which may constitute sexual harassment may include and is not limited to

- Explicit sexual propositions, preferential treatment in exchange for sexual favors, retaliating or getting back at someone who turns down sexual advances; or
- Sexual innuendoes, suggestive comments; or
- Sexually oriented joking or teasing, jokes about gender-specific traits; or
- Offensive or obscene language and gestures; or
- Dissemination of printed visual material, display or electrical communication of offensive or obscene jokes, messages, pictures; or
- Unwelcome physical contact.

IV. Reporting and Investigation

Any employee who believes he/she has experienced such conduct or knows of such conduct in our workplace must immediately communicate this information to their manager or the Human Resources department.

The Human Resources department shall be responsible to coordinate investigation and work with management and other appropriate company resources to resolve such cases of misconduct.

V. Discipline

If it is determined that a violation of this policy and/or unlawful conduct has occurred, or that an employee has been retaliated against, the company will take prompt and appropriate corrective action up to and including discharge.

All employees have the right to work in a place free of discrimination, harassment, or intimidation. We are all responsible to contribute to and support our commitment to a work environment free of harassment and discrimination.