

Padre Dam Municipal Water District – Equal Employment Opportunity Policy

It is the policy of the District to:

- A. Recruit, hire, and promote persons for and to all job classifications without regard to race, religion, creed, color, national origin, ancestry, citizenship, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, childbirth or related conditions, domestic partner status, physical or mental disability, medical condition, age, genetic condition, military and veteran status, holding or presenting a driver's license issued under section 12801.9 of the Vehicle Code, or other protected category under local, state or federal law.
- B. Hire, promote, or transfer relatives of District employees, subject to the provisions of Section 16.9.
- C. Base employment decisions on an individual's qualifications for the position being filled.
- D. Make promotional decisions based on the individual's qualifications for the position for which he or she is being considered.
- E. Ensure, that all other personnel actions such as compensation, benefits, transfers, layoffs, returns-from-layoff, District-sponsored training, education, tuition assistance, and social and recreation programs will be administered without regard to race, religion, creed, color, national origin, ancestry, citizenship, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, childbirth or related conditions, domestic partner status, physical or mental disability, medical condition, age, genetic condition, military and veteran status, holding or presenting a driver's license issued under section 12801.9 of the Vehicle Code, or other protected category under local, state or federal law.
- F. Recognize that all employees and all applicants for employment are fellow human beings entitled to equal consideration and treatment in every respect.
- G. Continue to sustain and develop a system that promotes the maintenance and applications of these standards.
- H. Prohibit unlawful harassment, including sexual harassment, of any employee, applicant, volunteer or independent contractor. (See Section 16.10, Policy Against Harassment and Section 16.11, Policy Against Sexual Harassment.)
- I. Prohibit unlawful retaliation for taking protected action, including making complaints about conduct prohibited by these policies, opposing conduct prohibited by these policies or participating in investigations into potential violation of these policies

To ensure that the equal opportunity policies of the District are effective, the following activities will be undertaken:

- A. The District, in accordance with District Policy, shall decide whether to advertise District employment opportunities internally or externally. External employment opportunities will be advertised using available community resources.
- B. District staff, management and supervisory personnel shall, from time to time attend training and educational sessions at which equal employment opportunity programs and requirements are discussed.
- C. The District shall disseminate its equal employment opportunity policy within the District by posting it on the District website and on the intranet (Stream), by conducting trainings on the policy, by providing the policy to new employees, and by posting the policy.

- D. The District shall disseminate its equal employment opportunity policy externally by posting it on the District website and by advertising as an equal opportunity employer.
- E. The District shall encourage diversity in its workforce, through its recruiting processes.
- F. The District shall ensure that employee specification, selection requirements, tests, and other employee recruitment or evaluation procedures do not discriminate in application or effect.
- G. The District shall develop, where reasonable, on-the-job training opportunities, and participate and assist in any association or employee group training program relevant to the District's employee needs.
- H. The District shall encourage diverse employees to seek promotional opportunities.
- I. The District shall make sure that seniority practices, job classifications, and other employee practices and classifications do not have an unlawful discriminatory effect.
- J. The District shall monitor all personnel activities to ensure that this equal employment opportunity program is being carried out.
- K. The District shall solicit bids for contracts from available contractors, including minority contractor groups and associations.