



ERIC GARCETTI  
MAYOR

## EXECUTIVE DIRECTIVE NO. 34

Issue Date: March 30, 2022

**Subject: Citywide Workplace Equity**

The City of Los Angeles (City) is committed to an equitable workplace that rests on a foundation of values that define our City: principles founded on inclusion, empathy, and mutual respect. Not only are these values necessary for the City to recruit and retain employees who reflect and understand the diverse communities they serve, they are also key attributes for any City employee performing services for the public good. Throughout L.A.'s history, many policies have been developed by my predecessors to address these issues. In particular, the City of L.A. released a groundbreaking policy against HIV/AIDS discrimination, the first of its kind in the nation, and was the first city in California to protect its employees against LGBTQ discrimination, ahead of the state of California.

Now in order to strengthen the process and make it easier for employees to understand their duties and responsibilities and the procedures for addressing discrimination, harassment, hazing, and bullying, the City has brought all of these protections together to develop a single, easy to read and comprehensive, citywide policy that addresses all types of harassment and discrimination. The new Workplace Equity Policy is designed to be the foundation for a workplace rooted in respect, equity, and constructive methods of conflict resolution and incorporates feedback from employees, supervisors, and City leaders.

Since 2018, the City has taken various steps to increase equity in our workplaces. I signed [Executive Directive 23: Harassment and Discrimination](#), which outlined the ways the City would become a more inclusive and equitable workplace. Since then, the City has come together to develop a series of over 50 recommendations to more effectively address and prevent incidents of harassment and discrimination in the workplace. My office partnered with the Information Technology Agency and the Personnel Department to develop a reporting and case management system known as [MyVoiceLA](#). MyVoiceLA was designed to encourage reporting and ensure fair, thorough, and timely investigations of all reported incidents of discrimination and harassment.

In 2020, we confronted a legacy of racial injustice and took a substantive step to advance racial equity across City government. I signed [Executive Directive 27: Racial Equity in City Government](#) to translate our values into action within our own City government — assigning Racial Equity Officers in every department and mandating implicit bias training for all City employees and commissioners.

Executive Directive 34: Citywide Workplace Equity Policy is the next step along the path towards more equitable City workplaces, as it formalizes the reimagining of the City's Equal Employment Opportunity Program. This includes a realignment and expansion of the Personnel Department's Equal Employment Opportunity Division; a new Workplace Equity Policy; new Workplace Equity Complaint Procedures; a new Equity Review Panel; and citywide training designed to help each and every employee understand their rights and responsibilities under the Policy, as well as their role in contributing to the City's equitable and inclusive work environment.

**Accordingly, I hereby direct the following:**

**Establishment of the Office of Workplace Equity**

The Office of Workplace Equity shall be hereby established to provide subject matter expertise and lead in matters of equity and inclusion for City of Los Angeles employees and others who perform work for the City, through the following responsibilities:

- Supporting diversity, equity, inclusion, and belonging efforts citywide by developing and recommending new policies and procedures; partnering with departments to advise and assist their diversity, equity, inclusion and belonging efforts; and developing and sourcing training programs that instruct and inspire new ways of working more inclusively and equitably.
- Providing guidance, support, and proactive assistance to City departments in matters affecting diversity, equity and inclusion of City employees, applicants and volunteers.
- Developing and implementing a Citywide Culture and Climate Assessment and providing results and recommendations to each department.
- Developing a Citywide Inclusion and Anti-Bias Plan, engagement strategy, and curriculum of culturally responsive programs based on the results of the Citywide Culture and Climate Assessment.

**Implementation of the Citywide [Workplace Equity Policy](#) and [Workplace Equity Complaint Procedures](#)**

The Personnel Department has crafted a comprehensive Workplace Equity Policy to combine and update the City's various policies regarding workplace conduct. The City's Workplace Equity Policy will be applicable to all City employees and other persons identified within the Policy.

- The Policy outlines the City's commitment to a diverse and inclusive work environment, as well as equitable and civil workplace standards of conduct.

- This comprehensive policy will be adopted as the City's official policy on these matters as it updates existing prohibitions against conduct including discrimination, harassment, sexual harassment, bystander harassment and retaliation, and establishes a new prohibition against inequitable conduct.
- The Policy includes a requirement that all City supervisors report potential violations of the Workplace Equity Policy to MyVoiceLA.
- The Workplace Equity Complaint Procedures shall replace the Personnel Department's Discrimination Complaint Procedures, which are hereby rescinded. The Workplace Equity Complaint Procedures shall be updated, as appropriate, by the General Manager of the Personnel Department in collaboration with the Mayor's Office and the office of the CAO to reflect current procedures, best practices and legal requirements.
- Under the new Citywide Workplace Equity Complaint Procedures, the Equal Employment Opportunity Division shall implement an Equity Review Panel pilot program with the goal of expanding it for citywide use. The Equity Review Panel shall review all completed investigations of Equity Complaints to determine their thoroughness, completeness and accuracy, and shall use this determination to recommend appropriate responsive actions to department leadership.

All departments are required to ensure compliance with the Workplace Equity Policy and Workplace Equity Complaint Procedures and any updates. The Personnel Department shall offer training to help City employees understand their rights and responsibilities under the Policy. This training is mandatory for all City employees and other persons identified in the Policy and will be conducted biennially in conjunction with the City's mandatory sexual harassment prevention training.

Nothing in the Workplace Equity Policy is intended to abridge any rights or protections conferred upon sworn public safety officers under the Public Safety Officers Procedural Bill of Rights Act, the Firefighters Procedural Bill of Rights Act, or the California Constitution.

**Equal Employment Opportunity Division shall investigate all City workplace equity policy violations.**

The Equal Employment Opportunity (EEO) Division in the Personnel Department shall conduct investigations of internal workplace equity complaints or notifications of potential Workplace Equity Policy violations received through MyVoiceLA or other means. The Office of Discrimination Complaint Resolution (ODCR) and any of its associated processes are hereby dissolved. The EEO Division shall use the Workplace Equity Complaint Procedures as its guiding document for receiving, assigning, investigating, and responding to workplace equity complaints.

The EEO Division shall continue to respond to workplace equity complaints made by City employees to external agencies, such as the U.S. Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing.

**Department Heads shall make all reasonable efforts to ensure their departments are free of discrimination, retaliation, harassment, and other inequitable behaviors.**

As such, each department head shall:

- Cooperate with the Office of Workplace Equity and EEO Division and its initiatives, including but not limited to, the implementation of the Workplace Equity Policy and Workplace Equity Complaint Procedures and participation in the Citywide Culture and Climate Assessment.
- Take prompt action to appropriately address violations of the Workplace Equity Policy.
- Cultivate environments that encourage reporting of violations of the Workplace Equity Policy.
- Ensure that supervisors report violations of this Workplace Equity Policy by taking appropriate action (counseling, retraining, or discipline) in the event of any supervisor who fails to report policy violations.
- Support equity investigations by:
  - Directing employees who are identified by the Office of Workplace Equity as reporting parties, named parties, or witnesses to participate in investigative interviews;
  - Promptly providing all requested documentation and information;
  - Accommodating requests from the EEO Division to meet with and interview involved parties on City time
- Post a copy of this policy in person and/or online, and any other key documents shared by the EEO Division, in a location where employees traditionally find key information about job duties and workplace rights or responsibilities.
- Maintain standard protocols for investigating and responding to non-Equity complaints referred by the EEO Division to the department for investigation and response.
- Maintain each of the following roles in their department, under the new titles reflected below:

<b>Prior</b>	<b>New</b>
Equal Employment Opportunity Coordinator	Workplace Equity Officer
Sexual Orientation Counselor	LGBTQ+ Support Officer
Reasonable Accommodation Coordinator/Disability Coordinator	Reasonable Accommodation/Disability Support Officer
Sexual Harassment Counselor	Sexual Harassment Support Officer

**Prior Executive Directives and related documents shall be continued or rescinded as follows:**

The following policies are considered complementary to the new Workplace Equity Policy and should be used in concert with it in relevant circumstances: [Workplace Violence Policy and Guidelines](#), [Domestic Violence and Abuse Policy](#), [Domestic Violence Protocols](#), [Workplace Gender Transition Guidelines](#), [Reasonable Accommodation Policy](#), and the [Lactation Accommodation Policy](#).

This Executive Directive will incorporate and supersede [Executive Directive No. PE-1: Equal Employment Opportunity, Non-Discrimination and Reasonable Accommodations \(Revised\)](#), dated August 20, 2004, *except* as it relates to Reasonable Accommodations.

The following policies, procedures and directives were incorporated by reference into the new Workplace Equity Policy and are superseded by this Executive Directive, as are all other Personnel procedures and policies on the topics of harassment or discrimination:

- Executive Directive 8: Zero Tolerance for Hazing Fellow Employees, November 20, 2006
- Executive Directive 12: Policy Against Discrimination in Employment, June 6, 2008
- HIV and AIDS Discrimination in City Employment Policy
- Discrimination Complaint Procedure
- Sexual Harassment Complaint Procedure
- Sexual Orientation Complaint Procedure
- Hazing Complaint Procedure
- The Sexual Harassment Reporting Procedure Update, dated December 15, 2017

Executed this 30<sup>th</sup> day of March, 2022.



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ERIC GARCETTI  
Mayor