101. EQUAL EMPLOYMENT OPPORTUNITY (EEO)

**SCOPE:** This policy applies to all employees of the City of Vancouver, unless otherwise addressed by a current collective bargaining agreement or public safety policy.

**POLICY:** The City of Vancouver is committed to providing equal employment opportunities to all individuals. Therefore, the City will not discriminate in any employment practice on the basis of age, sex, race, creed, political or religious affiliation or opinion, color, national origin, marital status, military status, pregnancy, disability, sexual orientation or any other protected status under applicable law.

**GUIDELINES:**

1. **What are equal employment opportunities?**
   An equal opportunity employer is one that complies with the various antidiscrimination laws by making employment decisions based on job related qualifications rather than an individual’s membership in a protected class. Equal employment opportunity does not require an employer to give preferential treatment to protected groups. Instead, the various federal and state laws designed to protect certain classes of individuals from discrimination generally require employers to provide similar treatment to similarly situated individuals.

2. **What is an employment practice?**
   The term employment practice includes all terms, conditions and privileges of employment. For example, the term includes but is not limited to recruitment, hiring, compensation, benefits, promotion, layoff, performance evaluation, discipline, and termination of employment.

3. **Does the City encourage diversity in employment?**
   Yes. The City conducts recruitment and selection efforts which encourage qualified, diverse candidates to apply for employment with the City. In addition, the City has developed a committee to address issues of diversity in areas such as recruitment, selection, career development, training, and promotion.

4. **What should an employee do if they feel they have received discriminatory treatment related to employment practices?**
   Employees should report the situation as soon as possible. The report should be made to any supervisor or manager, Human Resources, the department director or the City Manager’s office. The City will then review the circumstances of the incident, gather pertinent information and/or perform an appropriate investigation, and develop a plan for protecting the workplace from any discriminatory treatment.