

## DEPARTMENT OF JUSTICE

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# MANAGEMENT BULLETIN

SUBJECT	ADMINISTRATIVE MANUAL REFERENCE	APPROVED BY
Equal Employment Opportunity Policy		/s ATTORNEY GENERAL

**SUPERSEDES MANAGEMENT BULLETIN 01-02**

California is truly a multi-racial, multi-ethnic, multi-cultural democracy whose rich diversity is an asset and a source of pride. It is our differences that make us uniquely Californian. As employees of the Department of Justice, we must respect these differences, and we have an obligation to continue to set the highest standards in eliminating discrimination. I am determined that the Department of Justice should actively and affirmatively pursue a course of equal employment opportunity. Our policy is aimed at, and committed to, building and maintaining a workforce with high standards and expectations for excellence, and one that also accurately reflects the diversity of our state and the public we serve. State and federal laws continue to require a commitment to equal employment opportunity and a workplace that is free from any form of unlawful discrimination. However, respect for equality and fair play, rather than legal duties, ought to motivate each of us to strive for an equitable personnel system and discrimination-free workplace. Accordingly, the following policies and procedures will continue to govern our Department during my second term in office:

- All Department hiring and promotional practices, without exception, shall ensure equal employment opportunity and inclusion. This commitment shall be achieved through policies and practices of recruitment designed to broaden the pool of potential applicants through vigilance against discriminatory hiring and promotional practices.
- Unlawful discrimination or harassment, whether intentional or unintentional, is a violation of the civil rights of California citizenry and serve only to decrease productivity in the workplace. There shall be a "zero tolerance" policy for all such behavior.
- The Equal Employment Opportunity (EEO) Program shall be administered by the Equal Employment Rights and Resolution/Civil Rights Director (EER&R/CRD), who shall be directly responsible to the Attorney General. The EEO Program is designed to promote a personnel system that provides equal employment opportunities and a workplace free from any form of unlawful discrimination, including harassment and retaliation.
- The EER&R/CRD has statewide responsibility for managing the Department's efforts to carry out the EEO Program, including reviewing employment policies, monitoring the selection process and recommending any needed changes, and also providing advice to executive staff, managers and supervisors on important and sensitive issues which have equal employment opportunity considerations.

- The EER&R/CRD is also responsible for directing the Department's discrimination complaint process to ensure that it is fair and effective.
- Because matters related to equal employment opportunity and the elimination of unlawful employment discrimination require interest and attention from all employees, not just managers and supervisors, the Equal Employment Advisory Committee (EEAC) was established. The EEAC is an umbrella organization that includes employee advisory committees, which are open to all interested employees, and are authorized to provide information and make recommendations to the Attorney General through the Equal Employment Rights & Resolution (EER&R) Office and its Director.
- Under the day-to-day oversight of the Department's division chiefs and directors, hiring managers and supervisors shall be directly responsible for implementing the Department's Equal Employment Opportunity Program. Moreover, hiring managers and supervisors are responsible for maintaining a work environment free from any form of unlawful discrimination, including harassment and retaliation.
- To ensure the effective implementation of equal employment opportunities, management of the Department shall regularly review Department policies and practices related to employment decisions and practices, such as recruitment examination, selection, promotion and discipline to identify, and to the extent possible, eliminate any policies or practices which tend to create impermissible barriers to equal employment opportunity.

All employees of the state Department of Justice are needed and expected to assist in establishing and maintaining an effective employment opportunity program and a workplace that is free from any form of unlawful discrimination by understanding and using Department policies and procedures, and by doing their best to ensure that their own on-the-job conduct and speech toward colleagues and the public reflect respect and professionalism, free of bias and discrimination.