

## **SAN DIEGO UNIFIED PORT DISTRICT**

**SUBJECT:** Equal Employment Opportunity and Nondiscrimination Policy

**PURPOSE:** (1) To affirm the San Diego Unified Port District's ("District") commitment to equal employment opportunity and nondiscrimination in personnel actions including: recruitment, employment, transfer, demotion, promotion, suspension or discharge of any individual based on age (over 40), ancestry, color, disability (mental or physical), gender, marital status, medical condition, national origin, pregnancy, race, religion, sexual orientation, or veteran status.

(2) To provide a process for the filing, investigation, and resolution of discrimination complaints.

**AUTHORITY:** Title VII of the Civil Rights Act of 1964, as amended; the Civil Rights Act of 1991; the California Fair Employment and Housing Act; and any other applicable Federal, State, and local law or regulation relating to equal employment opportunity and nondiscrimination, including any such law, regulation, and policy hereinafter enacted.

### **POLICY STATEMENT:**

The District firmly believes in and is committed to the principles and practices of equal employment opportunity and nondiscrimination. It is the policy of the District to recruit, hire, train, and promote persons in all job classifications without regard to age (over 40), ancestry, color, disability (mental or physical), gender, marital status, medical condition, national origin, pregnancy, race, religion, sexual orientation, or veteran status.

While the District seeks to attain a work force that roughly mirrors the racial/ethnic/gender of the available work force in its labor area, the District shall insure that all personnel actions are administered in a manner so as to further the principle of equal employment opportunity and nondiscrimination.

Further, the District shall provide a procedure for filing of complaints of alleged discrimination by aggrieved parties, including members of the public. The District's Equal Employment Opportunity and Nondiscrimination Plan ("Plan") shall prescribe the procedures for implementation of this policy. The President and Chief Executive Officer has ultimate responsibility for assuring the development and implementation of the Plan. Overall responsibility for implementation of the Plan will be with the Director, Equal Opportunity Management, who is also responsible for developing the procedures which will be used to implement and monitor the Plan and process discrimination complaints.

Accountability in achieving the objectives of the Plan will be shared by all District management.

Any aggrieved party who feels to have been subjected to discrimination by District or representatives of the District, for any of those reasons cited above, can file a discrimination complaint with the Equal Opportunity Management ("EOM") office by following the procedures described in the Nondiscrimination Policy.

Copies of the Nondiscrimination Policy and the Equal Employment Opportunity and Nondiscrimination Policy statement will be provided to all employees who must sign a form acknowledging receipt of this information. A copy will be retained for their personnel records.

This policy shall be reviewed and updated annually and when required by law.

Attachments: Exhibit A – Nondiscrimination Policy  
Exhibit B – Acknowledgment Form