



Administrative Regulations

Office of the Mayor

Title: ANTI-DISCRIMINATION

A.R. Number: 4.22 **Effective Date:** February 24, 2021 **Page 1 of 3**

Supersedes: Anti-Discrimination A.R: 4.22 **DATED:** October 1, 2011

I. PURPOSE

The purpose of this policy is to ensure the City of Richmond (City) maintains a workplace in which all employees and applicants are treated with respect and dignity. The City is committed to providing a work environment free from discrimination.

II. POLICY

The City is committed to providing equal employment opportunity (EEO) for all employees and applicants regardless of race, including traits historically associated with race, including hair texture, hair type, and protective hairstyles such as braids, locks, and twists; color; religion; sex; age; pregnancy, childbirth, or related medical conditions, including lactation; sexual orientation, gender identity, national origin, citizenship status, disability, genetic information, veteran status, or membership in any other protected group.

The City will not discharge or otherwise discriminate against an employee because such employee has filed any complaint or instituted or caused to institute any proceeding related to the failure to pay wages, or has testified or is about to testify in any such proceeding.

In addition, the City will not tolerate any form of retaliation directed against an employee who either complains about discrimination or who participates in any investigation process of alleged discrimination.

An act of discrimination is a serious offense. Any employee who engages in such conduct or encourages such behavior by others shall be subject to disciplinary action, including possible dismissal from the City service. This policy applies to all aspects of the relationship between the City and its applicants and/or employees, including, but not limited to, recruitment, employment, promotion, transfer, training, working conditions, wages and salary administration, employee benefits, and the application of policies.

III. PROCEDURE

A. Unacceptable Behaviors or Conduct

Discrimination may take many forms, including but not limited to:

1. Disparaging written or verbal remarks or slurs of a discriminating nature to an individual or targeted towards a protected category;
2. Jokes or comments targeting a protected category of a discriminatory nature;
3. Posters, flyers, personal attire, etc., designed to promote discrimination against a protected category;



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4. Disparate treatment of individuals in the protected categories involving recruitment, promotional opportunities, and application of policies, procedures, and regulations.

B. Reporting Procedures

In addition to the avenues of redress available through the U.S. EEO Commission, effective relief may also be available within the City through the Department of Human Resources' (HR) provision of resources to aid in resolution, including, but not limited to, consultation with HR's EEO Coordinator, mediation, or conflict resolution. Classified City employees may also participate in the City's grievance process.

1. When appropriate, informal means to resolve discrimination complaints will be taken.
2. When a discrimination complaint cannot be resolved informally, please refer to *Administrative Regulation 4.23 – Investigation (Complaint) Policy* for detailed procedures on filing a complaint and the respective investigation process.

C. Local Electoral Board, Assistant General Registrar, Officer of an Election

In accordance with Virginia employment discrimination law, any person who serves as a member of a local electoral board, or an officer of elections shall not be discharged from employment, or have any adverse personnel action taken against him, and should not be required to use sick leave or vacation time, when he is absent from employment due to his service at a polling place on election day or at a meeting of the electoral board following the election to ascertain the result of the election, pursuant to §24.2-671, provided that he gave reasonable notice to his employer of such service. No person who serves for four (4) hours or more hours, including travel time, on his day of service shall be required to start any work shift that begins on or after 5:00 p.m. on the day of his service or begin before 3:00 a.m. on the day following the day of his service. Employers violating this provision will be guilty of a Class 3 misdemeanor.

IV. RESPONSIBILITIES

The City and its agents have a duty to promptly investigate allegations of discrimination and, when appropriate, take corrective actions.

A. Responsibilities of Management

In an effort to avoid and eliminate discriminatory activity, the management of each agency shall take affirmative steps to sensitize all of its employees and express strong disapproval of such conduct. These efforts are subject to the approval of the Department of HR. These steps shall include, but are not limited to:

1. The communication and distribution of this official City policy to all City employees.
2. Monitoring the workplace for potential incidents of discrimination.



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B. Responsibilities of the Department of Human Resources

The Department of HR shall be responsible for updating and providing oversight in the implementation of this policy; the development, and implementation of on-going training; education programs, and providing resources to ensure that all City employees clearly understand that discrimination is not tolerated in the workplace.

V. AUTHORITY

Title VII, Civil Rights Act, as amended
Age Discrimination Employment Act, as amended
Americans with Disabilities Act, as amended
Equal Pay Act
Immigration Reform and Control Act
Civil Rights Act of 1866
Genetic Information Nondiscrimination Act
§VA24.2-119.1
§VA40.1-33.1
§VA2.2-3901
§VA2.2-3903
§VA2.2-3904

VI. REGULATION UPDATE

The Department of Human Resources shall be responsible for modifications to this Policy.

RECOMMEND APPROVAL:

J.E. Lindsey Sands 2-24-21
CHIEF ADMINISTRATIVE OFFICER/DESIGNEE

APPROVED:

[Signature]
MAYOR 2/24/2021