



Equal Employment Opportunity: Preventing Workplace Harassment and Discrimination

Organization, Personnel & Technology Committee
Item 6b
April 9, 2019

Agenda

- I. What Are MWD's Policies
- II. How Are Complaints Investigated
- III. Data on Complaints Filed
- IV. Preventive Measures

Policies to Prevent Workplace Harassment & Discrimination

- Operating Policy H-07: *Equal Employment Opportunity*
- Operating Policy H-13: *Sexual Harassment Prohibition Policy*

How Are Complaints Handled?

- Most complaints filed internally, handled by Human Resources
- When might an **external** investigator be used?
 - *Complaint is about Human Resources*
 - *Difficulty in Appearing Impartial*
 - *Complex issues requiring outside expertise (e.g., computer forensics)*

Steps During the Investigative Process

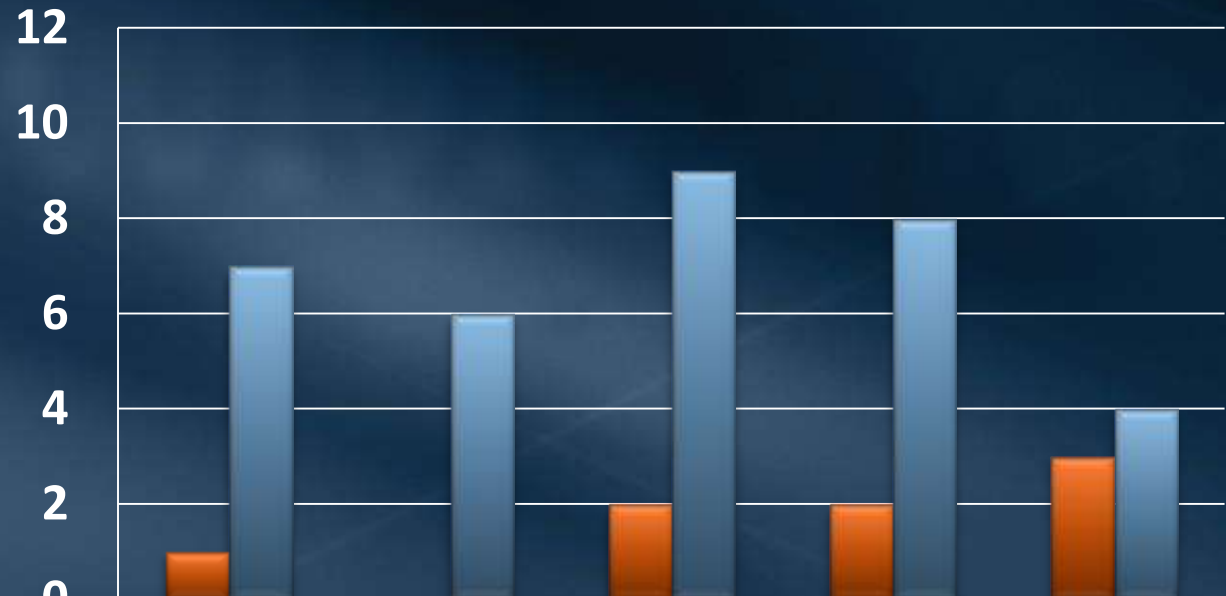
- If formal investigation is warranted:
 - *Interviews Conducted*
 - *Evidence Gathered and Analyzed*
 - *Findings Issued*
 - *Remedial Action*
- **Goal is to *stop* inappropriate conduct**

Outside Agencies Also Investigate

Employees have a legal right to file a claim with an outside agency:

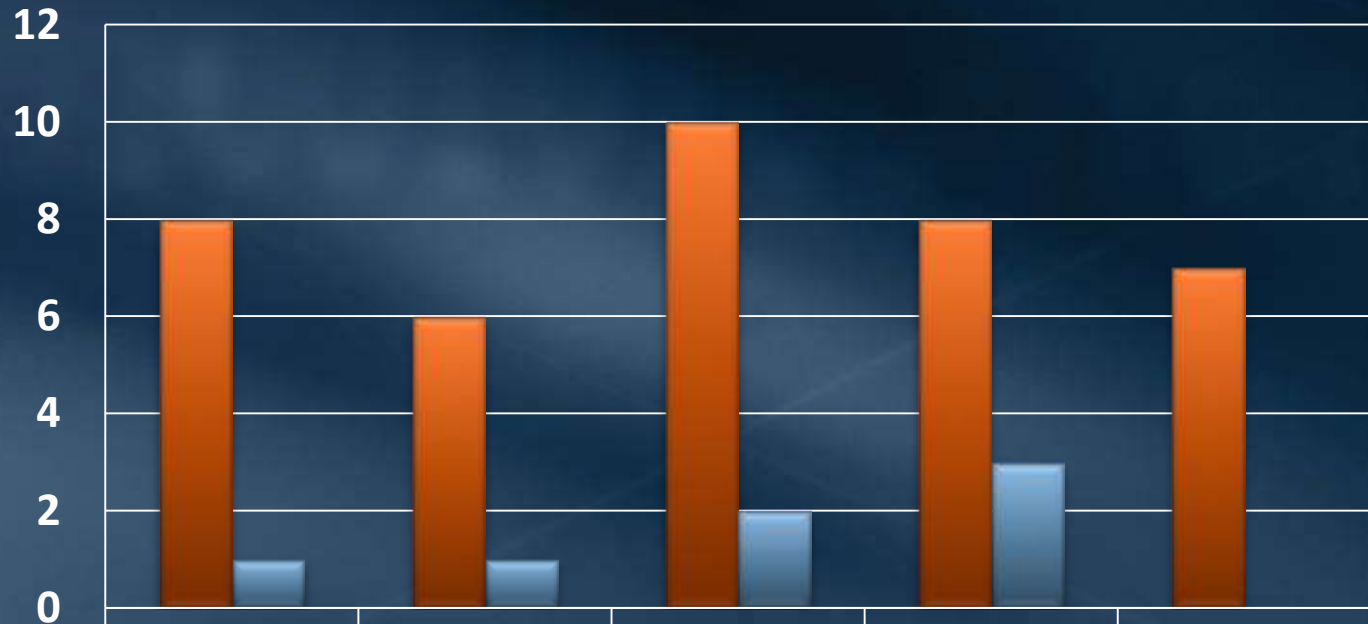
- California Department of Fair Employment and Housing (DFEH)
- Federal Equal Employment Opportunity Commission (EEOC)

Complaints by Category



	2015	2016	2017	2018	Year to Date
Sexual Harassment Complaints	1	0	2	2	3
Complaints Based on Protected Categories	7	6	9	8	4

Internal v. External Complaints



	2015	2016	2017	2018	Year to Date
Internal Complaints	8	6	10	8	7
DFEH/EEOC Complaints	1	1	2	3	0

Preventive Measures

- New Employee Orientation
- Mandatory EEO Training
- Training for Prospective Managers
- Training for New Managers
- External Training Resources

