



Doug Chaffee
Chairman
Supervisor, Fourth District

County Administration North
400 W Civic Center Dr. Santa Ana, CA 92701
Tel: 714-834-2345

January 22, 2025

Dear County Employee:

The County of Orange is committed to valuing the dignity of every person by treating others with civility and respect. Toward that end, it is our responsibility, as a community, to cultivate a work environment that is free of all forms of discrimination, harassment, including sexual harassment, and retaliation.

Our efforts will be more effective if we have a shared understanding of what this means. All of us need to know how to recognize harassment and other forms of discriminatory conduct and how to respond appropriately should such a situation arise. In order to accomplish this, the Board of Supervisors has directed that every employee receive equal employment opportunity training. Additionally, the Board has adopted the Equal Employment Opportunity and Anti-Harassment Policy and Procedure (EEO Policy). In adopting the EEO Policy, the Board reaffirms the County's longstanding commitment to a respectful, civil, and productive work environment. The EEO Policy is applicable to all County Agencies and Departments and their employees, interns, and volunteers. The policy defines unlawful discrimination, harassment, and retaliation; contains examples of prohibited discriminatory and harassing conduct that could create a hostile and offensive work environment; describes the complaint resolution procedures; and makes clear that unlawful discrimination, harassment, and retaliation in any form will not be tolerated.

An employee, intern or volunteer who experiences conduct contrary to the EEO Policy should report the conduct to his/her supervisor, unless the supervisor is the offending party, or the Agency's Human Resource Services staff or to the EEO Access Office for assistance. Additionally, reports can be made to the County's EEO Compliance Line at (855) 387-4432, the Equal Employment Opportunity Commission, or to the California Civil Rights Department.

Please take the time to read and understand the attached EEO Policy and Procedure. Any questions regarding the EEO policy should be directed to your supervisor, Agency/Department Human Resources staff, or the EEO Access Office at (714) 834-7511.

Thank you for your continuing commitment to the County of Orange and for creating a positive, respectful, and productive working environment.

Sincerely,

A handwritten signature in blue ink that reads "Doug Chaffee".

Doug Chaffee
Supervisor, Fourth District
Chairman Orange County Board of Supervisors



County Executive Office

Memorandum

Date: January 22, 2025

To: All County Executive Office Employees

From: Michelle Aguirre, Interim County Executive Officer

Subject: Commitment to Equal Employment Opportunity - 2025

In compliance with County of Orange (the County) Equal Employment & Anti-Harassment Policy and Procedures (EEO Policy), which commits the County to Equal Employment Opportunity (EEO) in accordance with state and federal legal requirements, I hereby accept the responsibility to uphold and fully support the County's EEO Policy within this organization.

The County's EEO Policy insures full realization of non-discrimination and equal employment opportunity by selecting, training, and promoting employees based on their ability and job performance, and provides for equal opportunities in all aspects of employment without regard to an employee's legally protected status, whether actual or perceived, including race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression or sexual orientation, age, veteran status, citizenship status, use of family medical leave, military leave or any other legally protected classification under state or federal law. Unlawful discrimination, harassment, and retaliation in any form will not be tolerated.


Further, sexual harassment in any form will not be tolerated. All executives, managers, supervisors, and employees are responsible for maintaining a work environment free of sexual harassment.

Any employee, volunteer or intern who believes they have been the victim of discrimination and/or harassment including, sexual harassment, in violation of the County's EEO Policy should report the incident immediately to their supervisor, the County Executive Office's Human Resource Services team, or to the EEO Access Office. When the County Executive Office receives a complaint of discrimination, harassment, or retaliation or otherwise has reason to believe that discrimination, harassment, or retaliation is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and that swift, appropriate remedial action is taken. The County Executive Office is committed to act if it learns of discrimination, harassment, or retaliation in violation of the EEO Policy whether the aggrieved employee files a complaint. If the allegation is sustained, appropriate remedial action shall be taken. To ensure Countywide consistency and for the sake of record keeping, information regarding investigations, including the proposed disposition, must be reported to the EEO Access Office before final action is taken.

All County Executive Office supervisory and management employees are responsible for promptly responding to, and/or reporting any suspected acts of discrimination, harassment (hostile work environment and/or quid pro quo), and retaliation. Failure by a County Executive Office

supervisor or manager to appropriately report and address known, or suspected incidents of discrimination, harassment, or retaliation shall be considered to be a violation of the EEO Policy, and appropriate disciplinary action may be taken.


It is expected that all managers and supervisors at the County Executive Office demonstrate leadership by supporting and implementing the EEO Policy & Anti-Harassment Policy as well as all Equal Employment Opportunity Programs administered by the County of Orange. Sandra Florez, Human Resources Assistant Deputy Director for the County Executive Office, has delegated responsibility for ensuring compliance with the EEO policy and applicable programs.


Digitally signed by Michelle Aguirre
DN: cn=Michelle Aguirre,
email=michelle.aguirre@ocgov.com, c=US
Date: 2025.01.22 17:25:56 -08'00'

1/22/2025

Michelle Aguirre, Interim County Executive Officer
County of Orange

Date

Signed by:

4445C0BEC2D94DF

1/23/2025

Sandra Florez, Human Resources Assistant Deputy Director

Date