



MARICOPA COUNTY INTERNAL POLICY

Policy Title: DIVERSITY AND INCLUSION	Policy Number: A1510
	Current Adoption Date: 11-18-2020 Current Implementation Date: 11-18-2020
Approved by: BOARD OF SUPERVISORS	Board Agenda Number: C-31-03-009-3-00
	Original Adoption Date: 07-02-2003

I. PURPOSE

To promote a diverse and inclusive environment that accepts individuals' differences, embraces their strengths, fosters inclusion, and helps all staff achieve their full potential.

II. AUTHORITY

This policy is issued pursuant to A.R.S. §11-251.

III. APPLICATION

This Policy applies to all Maricopa County appointed departments as well as the Flood Control District of Maricopa County, the Maricopa County Library District, and the Maricopa County Stadium District (Special Districts). The Board of Supervisors is authorized to jointly adopt policies applying to the Special Districts under the Intergovernmental Agreement, C-06-18-393-6-00, approved on April 11, 2018.

This policy also applies to employees of County elected offices unless the elected official has implemented a similar policy specific to his or her office.

IV. DEFINITIONS

A. Diversity: The collective mixture of differences and similarities of human characteristics including but not limited to race, gender, religious beliefs, color, national origin, sexual orientation, gender identity, including transgender status, age, disability, pregnancy, veteran status, genetic information, ethnicity, physical abilities, educational background, geographic location, family and marital status, and social, economic, and political acculturation.

B. Inclusion: The involvement and empowerment where the inherent worth and dignity of all people are recognized and valued.

V. POLICY

A. Maricopa County strives to create a culture that enhances the ability to hire, retain, develop, manage, and promote a diverse workforce, where employees and customers are treated with dignity and respect, free from intolerance and discrimination. Employees will be recognized, rewarded, and compensated based solely upon the merit of their contributions.

B. Maricopa County is committed to ensuring:

1. An environment in which all employees and customers are treated equitably.
2. Communication is respectful between all employees regardless of title or level.

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3. Insights of all employees are sought and welcomed; employees are not alienated or excluded because they don't fit into a set of cultural norms.
 4. An environment where employees feel that their background and lifestyle do not affect perceptions of them or affect their opportunities for development and promotion.
 5. Employees are aware of their own unconscious and conscious bias and know how to ensure this does not manifest itself at work.
- C.** It is the responsibility of all Maricopa County employees to create an inclusive environment that embraces differences, fosters inclusion, and is free from all forms of discrimination and harassment. Employees are expected to adhere to all Maricopa County policies that prohibit discrimination and harassment.
- D.** Managers are responsible for recognizing unacceptable behavior and taking immediate appropriate action. Employees are responsible for notifying their supervisor, HR liaison, or Central Employee Relations of any concerns with regard to the inappropriate conduct of other employees.
- E.** Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action, up to and including termination.

Revision History

Version	Revision Date	Description of Revision
1	07-02-2003	Initial version. (C-31-03-009-6-00)
2	11-18-2020	Updated title, removed outdated language, updated definitions, and rearranged policy language for consistency with the current format. (C-31-03-009-6-00)