



City of Chicago
Office of Compliance



Diversity and Equal Employment Opportunity Plan



City of Chicago
Richard M. Daley
Mayor



Office of Compliance
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Executive Director

Introduction

Workplace diversity encompasses and goes beyond the traditional concept of equal employment opportunity. The concept of diversity fosters appreciation of differing cultural and social backgrounds, skills, family structures, educational levels and ages. A diverse workforce can ensure that an organization makes the fullest use of the backgrounds, skills and talents of its employees.

The Office of Compliance has prepared this Diversity and Equal Employment Opportunity Plan to reflect the values stated in *Our Blueprint: Building a Culture of Compliance*, the City’s Code of Conduct. *Our Blueprint* reminds us that as City employees, we have obligations to each other:

As we serve the city, we should be mindful that it is important to treat each other in a respectful and professional manner. By working together in a spirit of tolerance and understanding, we are best able to advance the effectiveness of city government.

With your help, we can maintain an inclusive environment that recognizes individual differences and promotes an exemplary workplace. A diverse work force allows an organization to realize its full potential. The organization benefits from the creativity and innovation that result when people who have different experiences, perspectives and cultures work together.

As we work together, we demonstrate fairness, cooperation and respect amongst our workforce. Each employee is valued and has an opportunity to contribute fully to the accomplishment of our mission.

“Building a Culture of Compliance”

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I. Purpose

The purpose of the City of Chicago Diversity and Equal Employment Opportunity (“EEO”) Plan is to create a program through which the City will implement policies that ensure the full and active participation of all its employees in the City’s workforce and provide an effective means for the resolution of complaints of discrimination and harassment brought by City employees.

Through this policy, the City seeks to recruit, nurture and retain a workforce that reflects the diversity of our community and institutions. This concept is commonly referred to as inclusion.

II. The City of Chicago’s Equal Employment Opportunity Policy

The City of Chicago is an Equal Employment Opportunity employer. The City of Chicago will provide equal employment opportunity in its employment practices. The City of Chicago follows all applicable federal, state, and local laws and ordinances prohibiting discrimination.

A. Discrimination Prohibited

The City of Chicago, through its Human Rights Ordinance, prohibits discrimination based on race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military service or discharge status and source of income.

B. Harassment Prohibited

The City of Chicago prohibits unlawful harassment based on race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, military service or discharge status.

The City of Chicago, through its Human Rights Ordinance, also prohibits sexual harassment which means any unwelcome sexual advance or request for sexual favors or conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or receipt of City services; or when submission to or rejection of such conduct by an individual is used as the basis of an employment or service decision affecting the individual; or when such conduct has the purpose or effect of substantially interfering with the work performance of an employee or creating an intimidating, hostile or offensive work environment.

C. Retaliation Prohibited

It is a violation of this policy and City ordinance to retaliate against or harass any person who asserts his or her rights regarding employment discrimination by: 1) opposing discriminatory practices in the workplace; 2) complaining about conduct prohibited by this policy; 3) complaining to, cooperating with or assisting the Office of Compliance or individual departments in resolving a complaint of discrimination.

Any action against an employee or applicant which affects the terms and conditions of employment, including but not limited to: refusal to hire, denial of promotion or job benefits, discipline in excess of an oral reprimand, demotion, suspension, or discharge may be considered retaliatory.

D. Applicability

This Diversity and EEO Plan applies to applicants, volunteers, consultants and employees, whether paid or unpaid, of the City of Chicago.

E. Penalties

Employees found to be in violation of this Policy will be subject to discipline, up to and including discharge.

F. Limitations

Nothing in this policy is intended to nor shall be construed to create a private right of action against the City of Chicago or any of its employees. Furthermore, no part of this policy shall be construed to create contractual or other rights or expectations. Furthermore, nothing herein is intended to affect the right of any person to make a charge of discrimination at the Chicago Commission on Human Relations or any state or federal agency with jurisdiction over such claims, raise a grievance under a collective bargaining agreement, or consult a private attorney.





A determination that this policy has been violated is not a determination of discrimination, harassment or retaliation under federal, state, or local law. The City’s Diversity and EEO policy is preventative as well as corrective. Conduct that may not constitute unlawful conduct under applicable law may nevertheless violate this policy and result in disciplinary action, up to and including discharge.

III. Responsibilities of the Executive Diversity Committee

The Executive Diversity Committee serves in an advisory capacity. The Executive Diversity Committee reviews proposed changes to the City’s diversity and equal employment opportunity policies and provides management insight into the barriers that prevent the full participation of all protected groups in the City’s workforce.

The Executive Diversity Committee will be comprised of at least six senior managers from the Office of Compliance, the Chicago Commission on Human Relations, the Department of Law, the Department of Human Resources, the Mayor’s Office for People with Disabilities and the Office of Budget and Management. Other City Departments may also serve on the Executive Diversity Committee.

IV. Responsibilities of the City’s Diversity Officer

The Executive Director of the Office of Compliance shall appoint a Diversity Officer to head the Diversity and EEO section of the Office of Compliance. The Diversity Officer supervises the implementation of the City of Chicago Diversity and Equal Employment Opportunity Plan and all related non-discriminatory policies and practices as mandated for all City departments by:

- Monitoring the utilization of all protected groups in an effort to identify unjustified underutilization that may constitute discrimination against any class of persons protected by the Human Rights Ordinance;
- Identifying issues within departments that may create or exacerbate unjustifiable underutilization of any class of persons protected by the Human Rights Ordinance;
- Exploring methods for eliminating any identified issues of concern;
- Managing the City’s Equal Employment Opportunity complaint resolution process;
- Conducting training on Diversity and Equal Employment Opportunity;
- Assisting departments in the development of and compliance with individual departmental diversity and affirmative action programs;
- Analyzing hiring and promotion patterns;
- Supervising and training staff engaged in compliance monitoring and EEO complaint investigations;
- Advising new City of Chicago employees of the role of the Diversity and EEO Section of the Office of Compliance.





V. Responsibilities of Department Heads

Each department head is responsible for the implementation of the City of Chicago Diversity and EEO Plan in their departments. Each department head will designate an EEO liaison who will report directly to the department head.

VI. Responsibilities of Departmental EEO Liaisons

The departmental EEO liaisons are responsible for: (1) Assisting the Office of Compliance in compiling statistical data on race, color, sex, gender identity, age, religion, disability, national origin, ancestry, and sexual orientation of employees in their respective departments; (2) Reporting monthly on all hires, promotions, terminations, transfers, and discipline in their respective departments by race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation; and (3) Receiving employee complaints of discrimination or harassment, reporting them to the Office of Compliance and assisting the Office of Compliance in the investigation of those complaints.

All statistical data compiled by EEO liaisons relies upon voluntary employee reporting. If employees decline to identify themselves by a category an EEO liaison should not independently assign them to a category.

VII. Complaints of Discrimination

A. Rights Protected

Any employee or applicant for City employment who believes that he/she has been discriminated against on the basis of race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military service or discharge status or source of income may file a complaint with the Office of Compliance or his/her department's EEO liaison.

Any person who believes that they have been subjected to harassment by a City employee on the basis of race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, military service or discharge status may file a complaint with the Office of Compliance or his/her department's EEO liaison.

B. Exceptions

Any person making a complaint of discrimination or harassment concerning the Chicago Police Department or the Chicago Fire Department must make that complaint in accordance with the General Orders in effect in both departments.





C. Making Complaints

Anyone who believes that he/she has been subjected to any action, decision or harassment in violation of this policy, or who witnesses another being subjected to improper conduct may make a complaint or report to the Office of Compliance or his/her department's EEO liaison.

Supervisors, managers, or human resources personnel who receive complaints or who become aware of any harassment in violation of this policy must notify the Office of Compliance. Supervisors and managers should also encourage individuals who believe that the City of Chicago's Diversity and Equal Employment Opportunity Plan has been violated to consult with a representative of the Office of Compliance.

An individual who believes that this policy has been violated may report the incident orally or in writing. Where the complaint is taken orally, the manager or supervisor receiving the complaint or the Office of Compliance staff member shall document the complaint in writing. The Office of Compliance will assist any individual to determine whether the conduct or decision complained about would violate City policy if found to be true.

Persons who wish to discuss a possible violation of this policy without revealing their identity may do so by telephoning or writing the Office of Compliance. In such cases, the Office of Compliance shall investigate, if warranted, or take such follow-up action as may be appropriate and possible, given the constraints required by anonymity.

If any employee knowingly makes a false accusation of discrimination or knowingly provides false information in the course of an investigation of a complaint, such conduct may be grounds for discipline. A complaint made in good faith, even if found to be unsubstantiated, will not be considered a false accusation.



D. Time Limits

A complaint of unlawful discrimination or harassment must be filed within one year of the event giving rise to the complaint. For harassment complaints a series of acts, some of which may predate the one-year time limit, will be considered so long as the most recent complaint of harassment occurred no more than one year prior to the filing of the complaint and the untimely allegations appear to constitute a pattern of harassment such that all the allegations should be considered together. If the complaint has not been filed within the time limit, the employee will be deemed to have waived his/her complaint.

A complaint of retaliation must be filed within three years of the date of the original complaint of discrimination or harassment giving rise to the alleged retaliation. In the discretion of the Diversity Officer, allegations occurring outside the time limit may be considered if there is clear and convincing evidence of a causal connection between the claimed retaliatory action and the original complaint. The filing of a complaint of discrimination does not limit, extend, replace, or delay the right of any person to file a similar charge with the Chicago Commission on Human Relations or any state or federal agency having authority to hear matters of discrimination charges.

E. Privacy

All complaints and investigations will be handled, to the extent possible, in a manner that will protect the confidentiality of those involved. Complaints of discrimination may be discussed with other persons who may have information about the complaint and those who have a legitimate need to know about the facts or resolution of a complaint. Also, in many circumstances, the law requires the City to disclose information provided to the Office of Compliance to other governmental agencies. The Office of Compliance will provide notice to the Office of the Inspector General of all complaints.

F. Disposition

The Diversity Officer or his/her designee shall direct the investigation of the complaint. The Diversity Officer shall report the results of such investigation to the person who filed the complaint in writing.

The Office of Compliance shall make a final decision regarding the complaint based on a report prepared by the Diversity Officer and his/her staff. The complainant, his/her department head, and the department's EEO liaison will receive written reports of the investigation and final disposition rendered by the Office of Compliance.

The department head must either comply with the decisions rendered by the Office of Compliance or within 30 days of receiving the report of the Office of Compliance explain in writing the reasons that he or she has taken another or no action.





VIII. Implementation of the Diversity and EEO Plan

The Diversity Officer has oversight responsibility for implementation of the Diversity and EEO Plan throughout all City Departments. Through on-going monitoring, and communication the Diversity Officer will maintain a statistical record of personnel actions within departments citywide.

The Diversity Officer is responsible for providing technical assistance on implementing this policy. Each department head and the corresponding EEO liaison will be briefed on the City of Chicago Diversity and EEO Plan. When unjustifiable or discriminatory underutilization of protected groups is identified, appropriate corrective actions will be analyzed and evaluated.

For example, an internal department diversity committee could be appointed to promote programs particular to that department's needs for targeted recruiting of, and advertising for, any protected group.

IX. Education, Training and Prevention

The Diversity Officer or designee will conduct training to educate department or agency heads, supervisory personnel, and employees about the City of Chicago EEO policies and diversity.

Questions & Answers

Q: What is Equal Employment Opportunity?

A: Equal Employment Opportunity (EEO) is fair treatment in employment, promotion, training, and other personnel actions without regard to race, color, religion, sex, age, national origin, ancestry, sexual orientation, gender identity, marital status, parental status, physical or mental disability, military status or source of income. To make sure that all City employees and applicants for employment with City government are provided this opportunity, the City of Chicago follows all applicable federal, state and local EEO laws. One of the main misconceptions of EEO is that EEO is only for selected groups. EEO is for everyone. All employees, managers and supervisors are expected to adhere to the City's policies and laws regarding equal opportunity.

Q: How do I determine if I have an EEO complaint?

A: A complaint may arise from a specific personnel action, such as employment, promotion, work assignment, selection for training, disciplinary action or separation. If you feel that the action has been taken based on your membership in a protected class, contact your EEO liaison or the Office of Compliance. Persons who wish to discuss a possible violation of this policy without revealing their identity may do so by calling or writing the Office of Compliance.

Q: Who may file an EEO complaint?

A: A complaint of discrimination may be filed by an aggrieved applicant, employee, volunteer or consultant, whether paid or unpaid, of the City of Chicago.

Q: How long do I have to file a complaint?

A: A complaint of discrimination or harassment must be filed within one year of the event. A complaint of retaliation must be filed within three years of the date of the original complaint of discrimination or harassment. Your departmental EEO liaison will work with you and the Office of Compliance to ensure that your concerns are addressed in the appropriate time frames.

Q: How can my departmental EEO liaison help me?

A: The EEO liaison will listen to your problem, and advise you of your rights under the Diversity and EEO Policy. The liaison will forward your concerns to the Office of Compliance for further review.

Resources

The Office of Compliance

333 S. State Street, Suite 540

Chicago, IL 60604

www.cityofchicago.org/compliance

email:integrity@cityofchicago.org

(312) 747-7778 — Voice

(312) 744-2204 — TTY

(312) 747-3920 — Fax

Compliance Helpline: (877) 532-0007

Commission on Human Relations

740 N. Sedgwick, Suite 300

Chicago, IL 60654

www.cityofchicago.org/humanrelations

(312) 744-4111 — Voice

(312) 744-1088 — TTY

(312) 744-1081 — Fax

Office of the Inspector General

P.O. Box 2996

Chicago, IL 60654-2996

www.chicagoinspectorgeneral.org

866-IG-TIPLINE (866) 448-4754

(773) 478-7799 — Voice

(773) 478-2066 — TTY

(773) 478-3949 — Fax

Chicago Fire Department

Internal Affairs

1338 S. Clinton Street—Room 600

Chicago, IL 60607

(312) 746-6900 — Voice

(312) 746-6901 — Fax

Chicago Police Department

Internal Affairs

3510 S. Michigan Ave, 5th Flr.

Chicago, IL 60653

(312) 745-6125 — Voice

(312) 745-6931 — Fax

Legal Affairs

3510 S. Michigan Ave, 5th Flr.

Chicago, IL 60653

(312) 745-6115 — Voice

(312) 745-6995 — Fax

Independent Police Review Authority

10 W. 35th Street, 12th Flr.

Chicago, IL 60616

(312) 745-3594 — Voice

(312) 745-3589 — Fax

Non-retaliation statement:

The City of Chicago encourages the general public, its employees and contractors to raise compliance issues, including potential violations of policies and processes. No person shall retaliate against, punish or penalize another person for complaining to, cooperating with or assisting the Office of Compliance.

