



# County of Orange

Office of Campaign Finance and Ethics Commission

**Date:** January 31, 2024  
**To:** All Office of Campaign Finance and Ethics Commission Employees  
**From:** Denah H. Hoard, Office of Campaign Finance and Ethics Commission, Executive Director  
**Subject:** Commitment to Equal Employment Opportunity - 2024

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Effective December 19, 2023, the Orange County Board of Supervisors has adopted a new and updated Equal Employment and Anti-Harassment policy (EEO Policy). This policy complies with state and federal legal requirements.

I hereby accept the responsibility to uphold and fully support the County's EEO Policy within this organization.

As in the past, the 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.

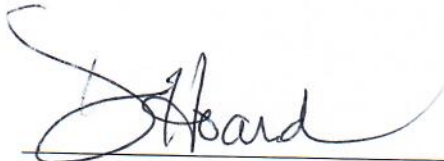
Any employee, volunteer or intern who believes they have been the victim of discrimination and/or harassment including, sexual harassment, in violation of the County's EEO Policy should report the incident immediately to their supervisor, the Office of Campaign Finance and Ethics Commission's Human Resource Services team, or to the EEO Access Office. When the Office of Campaign Finance and Ethics Commission 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 Office of Campaign Finance and Ethics Commission 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 Office of Campaign Finance and Ethics Commission 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), or retaliation. Failure by an Office of

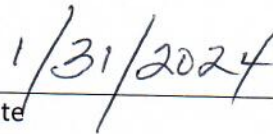
Campaign Finance and Ethics Commission supervisor or manager to appropriately report and address known, or suspected incidents of discrimination, harassment, or retaliation shall be considered to be a violation of the EEO Policy, and appropriate disciplinary action may be taken.

Effective December 19, 2023, abusive conduct (bullying) is addressed in a separate policy. Bullying in any form will not be tolerated. Any employee, volunteer, or intern who believes that they have been subjected to bullying in the workplace should report the incident immediately to their supervisor, the Office of Campaign Finance and Ethics Commission's Human Resource Services team, or any member of management.

It is expected that all managers and supervisors at the Office of Campaign Finance and Ethics Commission demonstrate leadership by supporting and implementing the EEO Policy as well as all EEO Programs administered by the County of Orange. Freddy Jimenez, EEO Coordinator/Human Resource Manager for the Office of Campaign Finance and Ethics Commission, has the delegated responsibility for ensuring compliance with the EEO Policy and applicable programs.



Denah H. Hoard, Office of Campaign Finance and Ethics Commission, Executive Director, County of Orange



Date



Digitally signed by Freddy Jimenez  
Date: 2024.02.05 09:23:18 -08'00'

Freddy Jimenez, EEO Coordinator/Human Resource Manager

Date