



ANDREW DO

CHAIRMAN, BOARD OF SUPERVISORS
SUPERVISOR, FIRST DISTRICT

ORANGE COUNTY HALL OF ADMINISTRATION
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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, retaliation, and abusive conduct.

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.

Additionally, the County EEO Policy also forbids and will not tolerate abusive (bullying) conduct that is not directed at someone's membership in a protected classification. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal, or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the sabotage or undermining of a person's work performance.

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 also be made to the Equal Employment Opportunity Commission or to the Department of Fair Employment and Housing.

Please take the time to read, familiarize 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 and productive working environment.

Sincerely,

A handwritten signature in blue ink, appearing to read "Andrew Do", is written over a blue horizontal line.

Andrew Do
Supervisor, First District
Chairman Orange County Board of Supervisors