

Diversity Training 2009 : Introduction

The goal of this training session is to increase your understanding of what diversity is. The world's increasing globalization requires more interaction among people from diverse cultures, beliefs, and backgrounds than ever before. Diversity is the many types of differences that we recognize in ourselves and in others. Diversity is generally defined as acknowledging, understanding, accepting, valuing, and celebrating differences among people with respect to age, class, ethnicity, gender, physical and mental ability, race, sexual orientation, spiritual practice, and public assistance status.

Diversity is beneficial to our organization. Respecting individual differences has been proven to increase innovation, productivity, strengthen relationships amongst employees, and improve the overall communication in the workplace. Diversity in the workplace can also reduce lawsuits, increase marketing opportunities, recruitment, creativity, and the image of the organization.

In order to grow as individuals and as an organization, we do need to understand value and manage diversity in the workplace. Today you will take a few minutes to review the City of Lawrence's Statement of Individual Respect. Please note that in the future you can also refer to page 11 of your Employee Handbook to review the City of Lawrence's Statement of Individual Respect policy.

Once you have completed your review of the Statement of Individual Respect, then you will take the Diversity Quiz and then review and acknowledge the Certificate of Attendance, which states that you have attended this training on diversity and have received a copy of the Statement of Individual Respect. Following the training you will be asked to provide feedback about your online Diversity Training Experience. At the end of the training, you will have the opportunity to print out the Statement of Individual Respect and the quiz if you would like.

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City of Lawrence, Kansas Statement of Individual Respect

(Revised 12/00, 3/06)

The City of Lawrence, Kansas, believes that each employee is an important member of the organization who deserves to be treated with respect and dignity. Discrimination, or different treatment, because of an employee's race, sex, religion, color, national origin, age, ancestry, sexual orientation or disability is forbidden by local, state, and/or federal laws and will not be tolerated.

Sexual harassment is a form of discrimination on the basis of sex and will not be tolerated. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

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(Revised 12/00, 3/06)

Sexually harassing behavior includes, but is not limited to, offensive comments, jokes, innuendoes, and other sexually oriented statements, regardless of the audience. Where employment opportunities or benefits are granted because of an individual's submission to the employer's sexual advances or requests for sexual favors, the employer may be held liable for unlawful sex discrimination against other persons who were qualified for but denied that employment opportunity or benefit.

All City employees are responsible for creating an atmosphere free from discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers. If the City determines that an employee has violated this policy, appropriate disciplinary action will be taken against the offending employee.

Supervisory employees are responsible for providing an atmosphere free from discrimination and harassment, sexual or otherwise. It is the responsibility of each supervisor to ensure the fair treatment of all City employees. Supervisors who observe harassing behavior by City employees or by citizens toward City employees are to intervene to stop the harassing behavior. Supervisors who have been made aware that harassment has occurred or have had a complaint of harassment brought to their attention are to report it to the Department Director.

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(Revised 12/00, 3/06)

Employees who feel they may have been treated differently because of race, sex, religion, color, national origin, age, ancestry, sexual orientation or disability are required to report the incident promptly to their immediate supervisor. If it would be inappropriate to discuss the matter with the supervisor, report it directly to the Department Director, Administrative Services Director or Personnel Manager. The supervisor, Administrative Department Director or Personnel Manager will then report it to the Department Director for which the complaint was made. If the complaint is against the Department Director, the complaint will be reported to the City Manager. The Department Director (or City Manager if the complaint is against the Department Director) and Administrative Services Director will jointly initiate an investigation, interpret the results of the investigation and take appropriate action. All complaints will remain confidential to the maximum extent possible.

It is also the right of any employee to discuss such matters with the staff of the Kansas Human Rights Commission and, if appropriate, file a formal complaint alleging unlawful discrimination.

The City will not tolerate any form of retaliation against any employee for filing a complaint under this policy, or for participating in its investigation, in accordance with local, state, and federal laws. Any employee who has knowingly filed a false complaint may be subject to disciplinary action.

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Certification 2009

I hereby certify that I have attended the 2009 training on the topic of: **Diversity**

I further certify that I have read and understand: **The City of Lawrence Statement of Individual Respect**

Employee ID Number

Employee Full Name

You are submitting an Electronic Signature.

You acknowledge and agree that by filling out this form, and clicking on the button labeled SUBMIT, you are submitting a legally binding electronic signature and submitting true and accurate information. You acknowledge that your electronic submissions constitute your agreement and intent to be bound by this Agreement. Pursuant to any applicable statutes, regulations, rules, ordinances or other laws, including without limitation the United States Electronic Signatures in Global and National Commerce Act, P.L. 106-229 (the E-Sign Act) or other similar statutes

YOU HEREBY AGREE TO THE USE OF ELECTRONIC SIGNATURES, CONTRACTS, ORDERS AND OTHER RECORDS AND TO ELECTRONIC DELIVERY OF NOTICES, POLICIES AND RECORDS OF TRANSACTIONS INITIATED OR COMPLETED THROUGH THIS FORM.

Further, you hereby waive any rights or requirements under any statutes, regulations, rules, ordinances or other laws in any jurisdiction which require an original signature or delivery or retention of non-electronic records.

I have read and agree with the above statement

Submit Form

Clear Form

Closing

Thanks for your participation in today's Diversity Training Session. Today we have learned that diversity can be found in every work environment, being that no two individuals are exactly alike. Although some people may have a few things in common, each individual still possess traits that make them unique. In making decisions and finding solutions to problems, it is always important to look at situations from different perspectives. In short, valuing diversity is one of the keys to an organization's success. So, while we continue to appreciate our similarities, let us also celebrate, support, and value the differences that make us unique!

If you would like a copy of the materials you just viewed, click [here](#) for a printable copy. *(For your records only.)*

Please click Next to provide us with some feedback to the training you just took.

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Diversity Training Feedback

Event: "Diversity – What Have We Learned?"

My supervisor reviewed the Statement of Individual Respect with me during my most recent performance review.

- Yes, fully Yes, it was briefly mentioned No, the policy was not discussed

Directions: Please choose the number which best describes your reaction to each statement.

*6=Very Satisfied 5=Satisfied 4=Slightly Satisfied
3=Slightly Dissatisfied 2=Dissatisfied 1=Very Dissatisfied*

Session Content:

I am satisfied with the amount of practical information provided about the City of Lawrence's Statement of Individual Respect

The information that was most helpful:

The Training

Information provided was presented in a professional manner, easy to read and understand

Provided information that was relevant to my work responsibilities and my work environment

Was convenient for me to do online

Printed Materials

The information provided was easy to read and well-organized

The information provided helped me understand the Statement of Individual Respect and what it means

Because of This Information Session...

Supervisor: I understand my responsibilities to ensure that the provisions of Federal and State Law and the City's Statement of Individual Respect are followed by all employees in my work area

Employee: I understand my rights and responsibilities under Federal and State Law and under the City's Statement of Individual Respect and I know where and how to get help if I have a problem.

Overall Comments:

My expectations for this session were:

- Exceeded Met Not met

We appreciate your feedback. Please contact the Department of Administrative Services if we can be of further assistance

Frank Reeb, Director of Administrative Services Office: 785-832-3201

Ryann Pem, Recruitment Specialist Office: 785-832-3209

Thanks!

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City of Lawrence



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*I further certify that I have read and understand
The City of Lawrence Statement of Individual Respect*

Printed Name:

Date: