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.

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.

City of Lawrence, Kansas Statement of Individual Respect: page 2 (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.

City of Lawrence, Kansas Statement of Individual Respect: page 3

(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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O free	O drawn	flowing				
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						
O best friend	O immediat	e supervisor	O cowork	cers		
Information regarding diversity and the statement of individual respect for the City of Lawrence can be found in the						
O nearest stairv	vell O city	codebook	employee	e handbook		
Sexually harassing behavior includes, but is not limited to, offensive comments, jokes, innuendoes, and other sexually oriented statements, regardless of the						
 audience 	pain inflicte	d O	oversensitive tattl	etales		
Amalia and Felix are new employees who have just come to the United States from Sweden. Already, Felix is famous for his "Swedish" jokes, some of which are slightly off-color. Amalia tries to be a good sport, but she quickly tires of Felix making fun of her native country. When she hints around for Felix to knock it off, he tells he "Hey, lighten up. I'm making fun of myself. If I'm a Swede and don't mind Swedish jokes, neither should you." Felix's behavior is:						
O illegal	 inappropriate 	Ool	kay	effective		
ch,	and Felix are new is for his "Swedish y tires of Felix mak lighten up. I'm ma	and Felix are new employees who have just is for his "Swedish" jokes, some of which are y tires of Felix making fun of her native cour lighten up. I'm making fun of myself. If I'm a behavior is:	and Felix are new employees who have just come to the Unit is for his "Swedish" jokes, some of which are slightly off-color. y tires of Felix making fun of her native country. When she hin lighten up. I'm making fun of myself. If I'm a Swede and don't behavior is:	and Felix are new employees who have just come to the United States from Swe is for his "Swedish" jokes, some of which are slightly off-color. Amalia tries to be a y tires of Felix making fun of her native country. When she hints around for Felix is lighten up. I'm making fun of myself. If I'm a Swede and don't mind Swedish joke behavior is:		

Certification 2009	
hereby certify that I h	have attended the 2009 training on the topic of: Diversity
further certify that I h	ave read and understand: The City of Lawrence Statement of Individual Respect
	Employee ID Number
	Employee Full Name
	You are submitting an Electronic Signature.
electronic signature agreement and inte	and agree that by filling out this form, and clicking on the button labeled SUBMIT, you are submitting a legally binding and submitting true and accurate information. You acknowledge that your electronic submissions constitute your nt to be bound by this Agreement. Pursuant to any applicable statutes, regulations, rules, ordinances or other laws,
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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.

My supervisor reviewed the Statement of Individual Respect with me during my most recent perfor Yes, fully Yes, it was briefly mentioned No, the policy was not discussed	mance review.
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:	
am satisfied with the amount of practical information provided about the City of Lawrence's Stater ndividual Respect	ment of
The information that was most helpful:	
	2
The Training	4
nformation provided was presented in a professional manner, easy to ready and understand	
Provided information that was relevant to my work responsibilities and my work environment	
Vas 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 m	neans
Because of This Information Session	
Supervisor: I understand my responsibilities to ensure that the provisions of Federal and State Law City's Statement of Individual Respect are followed by all employees in my work area	and the
Employee: I understand my rights and responsibilities under Federal and State Law and under the C	City's
Statement of Individual Respect and I know where and how to get help if have a problem. Overall Comments:	
overall Confinents.	A
e ga sa	×
My expectations for this session were:	
O Exceeded O Met O Not met	
We appreciate your feedback. Please contact the Department of Administrative Services if we can be assistance Frank Reeb, Director of Administrative Services Office: 785-832-3201	oe of further
Ryann Pem, Recruitment Specialist Office: 785-832-3209	
Submit	
Submit	

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Diversity Quiz 2009

1.	To achieve both individual and professional growth we must learn to understand,, and manage diversity in the workplace.							
		value or	eject					
2.	2. In the workplace, diversity refers	to how we recognize the _	in ourselves an	d others.				
	differences	weirdness	shortcomings					
3.	Diversity can create unity in an organization by contributing to better working relationships which, in turn lead to increased							
	boredom	o pay	oroductivity					
4.	4. By valuing diversity one can begin hide	to recognize that each and contribute	d every one of us has son lose	nething to				
5.	 Sexual harassment is a form of discrimination 	on the basis integration	of sex and will not be to	erated.				
6.	 Discrimination, or different treatm ancestry, sexual orientation or dis tolerated. 							
	allowed	forbidden	encouraged					
7.	7. All City employees are responsible sexual or otherwise.	e for creating an atmospher	e from discrim	ination and harassment,				
	○ free ○ c	drawn	wing					
8.	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							
	best friend	immediate supervisor	r cowor	kers				
9.	Information regarding diversity an the	nd the statement of individu	ual respect for the City of	Lawrence can be found in				
	nearest stairwell	city codebook	employe	ee handbook				
10.	Sexually harassing behavior include sexually oriented statements, regarder.		fensive comments, jokes,	innuendoes, and other				
	audience	opain inflicted	oversensitive tat	tletales				
11.	famous for his "Swedish" jokes, so quickly tires of Felix making fun of	Amalia and Felix are new employees who have just come to the United States from Sweden. Already, Felix is famous for his "Swedish" jokes, some of which are slightly off-color. Amalia tries to be a good sport, but she quickly tires of Felix making fun of her native country. When she hints around for Felix to knock it off, he tells her, "Hey, lighten up. I'm making fun of myself. If I'm a Swede and don't mind Swedish jokes, neither should you." Felix's behavior is:						
	illegal	inappropriate	okay	effective				



Certification 2009

I hereby certify that I have attended training on the topic of Diversity
I further certify that I have read and understand
The City of Lawrence Statement of Individual Respect

Printed Name: Date: