



Administrative Manual of Operating Procedures

Procedure #: 02.01.02	Procedure Title: Diversity and Inclusion		Revision #: 2.0
Original Issue Date: 06/10/2016	Revised Issue Date: 08/12/2021	Next Review Date: 08/12/2023	Responsible Department: Department of Human Resources
Statutory References: Wisconsin Fair Employment Act, Title VII of the Civil Rights Act of 1964 as amended, the Americans with Disabilities Act as amended, and other applicable statutes and regulations		Ordinance References: MCO Chapter 30	
Appendices: Appendix B – 02.01.02 LMS Training PowerPoint		Forms: N/A	

1. OBJECTIVE

Milwaukee County strives to honor and seek diversity and cultivate an inclusive culture. This approach is integral to Milwaukee County’s mission to “provide high-quality, responsive services that enhance self-sufficiency, personal safety, economic opportunity and quality of life”. Through Milwaukee County’s Diversity Committee, the County proactively promotes an inclusive workplace, which encourages diverse ideas and culturally competent services.

2. DEFINITIONS

- A. Belonging. The outcome of diversity, equity and inclusion is Belonging. The sense that an employee feels that they belong to your organization, they feel confident in their abilities to represent themselves authentically. People who “belong” feel comfortable expressing ideas, sharing experiences and contributing to a group when they know that their input is valued.
- B. Diversity. The similarities and differences between employees accounting for all aspects of one’s personality and individual identity. Some dimensions of diversity are age, color, disability, family status, gender identity, language, physical characteristics, race and sexual orientation.
- C. Inclusion. The extent to which Milwaukee County employees feel welcomed, respected, supported and valued as team members and where all employees are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute fully to the County’s success.
- D. Multi-Cultural. Relating to or representing several different cultures or cultural elements.
- E. National Origin/Ancestry. The country in which an employee was born.
- F. Racial Equity. A state when race can no longer be used to predict life outcomes and outcomes for all groups are improved. The distribution of resources and opportunities is neither determined nor predicted by race, racial bias or racial ideology. Families and individuals are able to thrive and flourish in the intersections of all aspects of their identity, including race, religion, gender, orientation, ability, and socioeconomic background. All people, cultures and identities are equally valued and recognized under the belief that strength comes through the diversity and expression of our shared humanity.

3. PROCEDURE

- A. Honoring Employee Differences
 - i. Milwaukee County’s employees are its most valuable asset. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that County employees invest in their work represents a significant part of not only the County work culture, but also the County’s reputation and achievement.

- ii. The County seeks to embrace and encourage employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio- economic status, veteran status, and other characteristics that make our employees unique.

B. Expectations for Employees

- i. Milwaukee County's diversity initiatives are applicable to all aspects of employment. The County's focus on the ongoing development of a work environment that values differences requires:
 - Respectful communication and cooperation between all employees
 - Teamwork and employee participation, permitting and encouraging the representation of all groups and employee perspectives
 - Creating and maintaining effective and productive multi-cultural teams and
 - Creating a positive community presence through outreach and effective service delivery that reaches diverse populations.
- ii. Milwaukee County expects employees to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all County-sponsored events.

C. Diversity Training

Milwaukee County offers a variety of instructor-led and online courses for employees that are related to diversity. These courses are designed to raise awareness and emphasize the importance of maintaining a thoughtful and respectful workplace, while sharing the key concepts for creating an inclusive and productive work environment. Employees can view instructor-led and online course offerings and register for courses through Milwaukee County's [learning management system](#).

D. Milwaukee County's Diversity Committee

The Diversity Committee strives to honor inclusiveness, advocating for education, awareness, acceptance, and outreach in the workplace and community. The Milwaukee County Diversity Committee is made up of departmental representatives and is always welcoming new members. Employees who are interested in learning more about membership should contact Human Resources.

E. Employee Concerns

- i. Employees who believe they have been subjected to any kind of discrimination that conflicts with the organization's diversity policy and initiatives or other applicable laws or regulations, or have observed it in the workplace, should seek assistance from their supervisor or other member of management. If the circumstances make it difficult to report an issue to either of these individuals, employees should contact their Human Resources business partner or call the Employee Relations Hotline at (414) 278-2000.
- ii. Retaliation against any employee for making a complaint or participating in the investigation of a complaint is strictly prohibited and will not be tolerated.

4. REVISION HISTORY:

Rev. #	Summary of Changes	Date of Change	Author
2.0	Formal review – no changes to procedure. Added Appendix B. Added Belonging and Racial Equity as definitions. Updated link to LMS	8/12/2021	Bridget Borum