



**City of Bowling Green
Administrative Instruction No. 7**

Diversity and Workplace Equity

The City of Bowling Green is committed to building a diverse workforce which reflects the face of the community we serve; honors and respects the differences and abilities of all our employees and residents; and provides employees with the necessary opportunities, tools, and support to achieve their maximum potential.

Equitably managing a diverse workforce is at the heart of equal opportunity. Valuing diversity is the basis for a policy of inclusion. Diversity recognizes and respects the multitude of differences that all employees bring to the workplace. Diversity complements organizational values that stress teamwork, leadership, empowerment, and quality service. Diversity means striving to maintain an environment and take steps to ensure that all employees know they are welcome.

To achieve workplace equity and inclusion, the City of Bowling Green will observe the practices outlined below:

- Ensure non-discrimination in employment on the basis of race, color, religion, national origin, gender, age, disability, marital status, sexual orientation, creed, ancestry, political ideology, or Vietnam Era Veteran Status.
- Recruiting efforts will seek applicant pools that are both capable and diverse.
- Employment decisions will be based on job-related criteria and will provide opportunities for entry and promotion into non-traditional jobs.
- Ensure a workplace free of all forms of harassment.
- Develop a procedure for prompt, thorough, and impartial investigations of discrimination or harassment complaints, and will act on appropriate measures to provide remedy or relief to individuals who have been victims of illegal discrimination or harassment.

Measures to ensure accountability for managing diversity will be incorporated into the performance management system for supervisors and managers. The Municipal Administrator will evaluate the effectiveness of the City's diversity policies and programs.

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By creating a workplace where all employees can work toward their maximum potential, the City of Bowling Green will retain qualified and productive employees who will provide excellent services to our residents.



John B. Quinn, Mayor

11-7-07

Date