

## HUMAN RIGHTS AND FAIR EMPLOYMENT PRACTICES

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### SUMMARY

The Human Resources Department/ Human Rights and Fair Employment Practices (HRFEP) is responsible for developing, implementing and monitoring the County's diversity management and fair employment programs and promotes bias-free work environments in Miami-Dade County.

### PROCEDURES

Each County department shall be required to do the following:

1. Maintain a lawful, safe work environment free of all forms of discrimination, including any harassment on the basis of race, color, national origin, age, gender, disability, ancestry, marital or familial status, pregnancy, sexual orientation, gender identity or expression, or status as a victim of domestic violence, dating violence or stalking. This includes prohibiting derogatory or insulting verbal comments, unwelcome physical touching, and all other forms of offensive, inappropriate, or harassing conduct based on a protected characteristic.
2. Encourage, value, and manage diversity in the workplaces of Miami-Dade County to promote mutual respect and team building among employees, and to improve service to our poly-ethnic community.
3. Post equal employment opportunity, non-discrimination and accessibility posters and notices in key locations fully accessible to employees and the public. Copies are available from HRFEP.
4. Ensure that consistent, non-discriminatory and objective standards are applied in the performance monitoring, evaluation and discipline of employees.
5. Whenever possible, departmental interview panels should be balanced in terms of race, ethnic origin, and gender. Panelists should be appropriately briefed on the County's laws and fair employment practices guidelines.
6. Provide equal opportunity for career development, training, transfers, and promotions.
7. Develop a communication procedure to ensure that all employees are made fully aware of their rights and responsibilities and the procedures established to correct abuses of those rights.
8. Ensure that all employees participate in mandatory training on matters related to equal employment opportunity, anti-harassment, and workplace diversity.
9. Contact HRFEP for information related to the County's fair employment programs and workplace diversity.

### CONTACT(S):

#### Department/Division

Human Resources Department/ Human Rights and Fair Employment Practices Division

### REFERENCE DOCUMENT(S):

Title VII of the Civil Rights Act of 1964, as amended Section 760 of the Florida Statutes, as amended  
Chapter 11A of the Code of Miami-Dade County, as amended