

**DATE:** August 31, 2020

**MEMO TO:** Julie Simpson, Chair  
Diversity and Cultural Awareness Committee

Terry Wilke, Chair  
Finance Committee

**FROM:** Mary E. Kann  
Director of Administration

**RECOMMENDATION:** (1) Recommend approval of an Ordinance adding Personnel Policy 1.2 - Diversity, Inclusion, and Equity, and (2) approval of the Procedure Section for Personnel Policy 1.2.

**STRATEGIC DIRECTIONS SUPPORTED:** Leadership, Organizational Sustainability

**FINANCIAL DATA:** There is no financial impact.

**BACKGROUND:** The Lake County Forest Preserve District is committed to fostering, cultivating, and preserving a culture of diversity, inclusion, and equity. The new personnel policy that would be approved by the attached ordinance outlines the District's diversity, inclusion, and equity tactics, as well as its expectations for its managers and other employees, with the intent of intentionally creating a work environment promoting positive outcomes. Fostering an inclusive workplace enables District employees to share their unique identities and perspectives, which, in turn, increases employee engagement, morale, and productivity, allowing the District to best serve the residents of Lake County.

Therefore, it is the recommendation of staff that Policy 1.2 – Diversity, Inclusion, and Equity be added to the District's Personnel Policies & Procedures.

**REVIEW BY OTHERS:** Executive Director, Chief Operations Officer, Manager of Finance, Manager of Human Resources & Risk, Corporate Counsel.

**MOTION:** Motion to (1) recommend approval of an Ordinance adding Personnel Policy 1.2 – Diversity, Inclusion, and Equity and (2) approve the Procedure Section of Personnel Policy 1.2, in the form attached to staff's August 31, 2020 memorandum.



**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**AN ORDINANCE ADDING  
PERSONNEL POLICY 1.2 – DIVERSITY, INCLUSION, AND EQUITY**

**WHEREAS**, on March 19, 1976, the Lake County Forest Preserve District (the “District”) passed and approved certain Personnel Policies and Procedures, which have been amended from time to time (the “Policies”); and

**WHEREAS**, it is in the best interest of the District to add a new Policy 1.2 – Diversity, Inclusion, and Equity to the Policies to continue to foster an inclusive workplace and enable District employees to share their unique identities and perspectives, which, in turn, will increase employee engagement, morale, and productivity, allowing the District to best serve the residents of Lake County; and

**WHEREAS**, the new Policy shall be in the form of Exhibit A attached to this Ordinance and incorporated herein by this reference (the “New Policy”);

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

**Section 1: Recitals.** The recitals set forth above are incorporated as a part of this Ordinance by this reference.

**Section 2: Approval of New Policy.** The New Policy is hereby approved and the Policies are hereby amended to include the New Policy.

**Section 3: Effective Date.** This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2020

AYES:

NAYS:

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Angelo D. Kyle, President  
Lake County Forest Preserve District

ATTEST:

\_\_\_\_\_  
Julie Gragnani, Board Secretary  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_



## 1.2 Diversity, Inclusion, and Equity

*Effective Date: September 8, 2020*

### Policy

The Lake County Forest Preserve District is committed to fostering, cultivating, and preserving a culture of diversity, inclusion, and equity.

Diversity includes differences in age, color, sex, disability, ethnicity, family or marital status, gender identity or expression, language differences, nationality or national origin, physical and mental development abilities, education, political affiliation, race, religion or belief, sexual orientation, socio-economic status, military service, and other characteristics that make employees unique.

Inclusion is the achievement of a work environment in which all individuals are treated equitably and respectfully, have equal access to opportunities and resources, and can contribute fully to the organization's success.

Equity includes consistent treatment, equality of opportunity, and fairness in access to information and resources for all.

All employees of the District have a responsibility to treat others with dignity and respect. Employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off District property, and at all other District-sponsored events.

This Diversity, Inclusion, and Equity Policy applies to all District employees, when they act on behalf of the District, including, without limitation, when they engage in District practices and policies on recruitment and selection, compensation and benefits, professional development and training, promotions, transfers, layoffs, terminations, and the ongoing development of a work environment built on the premise of respecting diversity and promoting inclusion and equity that encourages and ensures the following initiatives:

- Respecting and valuing diversity is a business interest of the District in its dealings with other government agencies and the community. Every level of organization within the District is responsible for respecting diversity. This includes working with local schools and community groups, particularly in underserved areas, to promote the District, its amenities, and the outdoors in general.
- Communication, one of the core values of the District, is expected to be respectful among all District employees, regardless of title or level.
- Insights of diverse groups are sought and welcomed; employees are not alienated or excluded because they do not fit into a particular set of cultural norms.



- Establishment of an environment where employees feel that their diversity characteristics do not affect perceptions of them as a professional or affect their opportunities for development and promotion.

This Policy should be read in conjunction with Policy 2.1 - Equal Employment Opportunity and Policy 8.7 - Harassment.

## **Procedure**

In respecting and valuing diversity, inclusion, and equity throughout the District, all employees are expected to ensure that there is a work environment free of all forms of prohibited discrimination, harassment, and bullying.

All regular full and part-time employees are required to attend and complete annual diversity awareness training. Employees in salary grade 12M and above will participate annually in a joint Community Service Project(s) to enhance their knowledge of diversity and inclusion issues.

### Responsibilities of Management:

- To implement this Policy as part of their day-to-day management of employees and in applying policies and practices in a fair and equitable way.
- To recognize unacceptable behavior and take immediate appropriate action to address such behavior.

### Responsibilities of all Employees:

- To implement this Policy in their day-to-day work and their dealings with co-workers and members of the public.
- To notify their supervisor or Department Director of any concerns with regard to the conduct of other employees.
- To be aware of their own unconscious and conscious bias and know how to ensure this does not manifest at work.

### Diversity and Inclusion Committee

The District's commitment to diversity, inclusion, and equity will be further advanced by the staff Diversity and Inclusion Committee. The District's Executive Director shall appoint the Committee members, including the Committee Chair, for two-year terms and may remove, replace, add, or subtract Committee members at any time. Committee members will include supervisory and non-supervisory employees from multiple departments of the District.

The cooperation and support of all employees, including supervisors, in diversity, inclusion, and equity efforts are essential to assuring the success of such initiatives. The Diversity and Inclusion Committee will be responsible for the following:



- assisting with annual staff training including helping the Administration department in sourcing and selecting the trainer, scheduling and organizing the program, and monitoring the training sessions;
- developing Diversity and Inclusion related awareness programs or events for staff that may include sourcing and suggesting presenters;
- representing the District at local school career fairs to encourage and develop diversity in their and all fields of work represented at the District;
- working with the District Management team to develop and administer a mentoring program to introduce high school age minority youth to career fields offered at the District and similar agencies, focusing on those fields in which minorities are underrepresented . This mentoring program would include job shadowing, informational career discussions, assistance in identifying educational paths, and an on-site day long program/event for all participants to network with each other and other District staff. Participants in the mentoring program would be eligible for priority hiring for positions that are open during summer breaks. Additionally, participants in the program during the prior school year would be eligible for a summer internship program to further enhance their knowledge and understanding of specific career fields.