



CIVIL RIGHTS

Fostering an Inclusive Culture

POLICY STATEMENT

The Los Angeles County Metropolitan Transportation Authority (LACMTA) is committed to an environment that values diversity, equity and inclusion, and reflects the community it serves. Diversity is all the ways in which people differ and encompasses all the different characteristics that make one individual or group different from another. This encompasses race, ethnicity, gender, age, national origin, religion, ability, sex, sexual orientation, socioeconomic status, education, marital status, language, veteran status, and physical appearance. It also includes varying ideas, perspectives and values.

LACMTA acknowledges and celebrates the contributions of diverse constituent groups by, among other things, recognizing various holidays and other observances and celebrations through paid time off or otherwise.

PURPOSE

This policy identifies how LACMTA will recognize federal and state holidays, cultural days and events, and diversity heritage months in an effort to nurture a diverse, inspired, and high-performing workforce and foster a culture of belonging. This policy provides guidance on when to avoid the scheduling of major and/or public meetings, programs and events during these occasions; and outlines LACMTA's commitment to the production of inclusive commemorative TAP cards for recognized diversity heritage months.

APPLICATION

This policy applies to all LACMTA employees. Should this policy conflict with a collective bargaining agreement (CBA), the CBA will prevail.

APPROVED: County Counsel or N/A

Department Head

ADOPTED: CEO

Effective Date: _____

1.0 GENERAL

LACMTA values the diversity of its constituents, including employees and customers and is purposeful in fostering an environment of inclusion. An inclusive environment provides a sense of belonging for LACMTA employees and the diverse communities we serve. Applicable federal and state holidays, diversity heritage months, and cultural days that reflect the diversity of Los Angeles County and/or the LACMTA workforce will be acknowledged and recognized.

2.0 Procedures

This policy provides processes and guidelines for acknowledging diversity heritage months, cultural days, and holidays. This includes taking these days into consideration when scheduling major and/or public LACMTA meetings, when determining the number of days for public comment periods, and when celebrating heritage months for commemorative TAP card designs.

All decisions are made with the intent of actively fostering an intentional organizational culture committed to valuing diversity, inclusion, and belonging.

2.1 Scheduling

LACMTA will attempt to avoid scheduling major and/or public meetings during the cultural days and federal/state holidays referenced in the following link, [Diversity & Inclusion Meeting Exemption Calendar](#). Departments scheduling major and/or public meetings, programs or any LACMTA events must review and consider these recognized observances in the planning process. The Exemption Calendar will also serve as a guideline on which holidays to consider when determining the number of days for public comment periods.

Requests for consideration of additional cultural days or federal/state holidays may be submitted to the Director of Civil Rights Programs, Diversity & Inclusion for review.

2.2 Commemorative TAP Card Production

Commemorative TAP cards will be created to recognize diversity heritage months and cultural days based on LACMTA's TAP card guidelines. The Office of Civil Rights, Racial Equity & Inclusion will work with related Employee Resource Groups and stakeholders to review and approve heritage month/cultural day designs of the commemorative TAP cards to ensure designs are in line with diversity, equity and inclusion goals. Efforts to develop and disseminate commemorative TAP cards should be included in the TAP department's budget development.

2.3 Diversity Heritage Months and Cultural Days Communications

LACMTA's Diversity & Inclusion unit within the Office of Civil Rights, Racial Equity & Inclusion will prepare announcements describing diversity heritage months and cultural days to the Communications Department for dissemination to employees and external constituent groups, as appropriate.

Recommendations or draft documents for distribution may be submitted to the Director of Civil Rights Programs, Diversity & Inclusion for review and consideration to ensure alignment with LACMTA's diversity, equity and inclusion goals.

2.4 Paid Time Off

LACMTA may establish paid holidays for its workforce that align with federal and/or state designated holidays. Employee pay for holidays is subject to the Holidays (HR 39) policy. Additionally, employees may request time off for religious observances pursuant to the Religious Accommodation policy (HR 20).

3.0 DEFINITION OF TERMS

Cultural Days – Days that the federal or California government recognizes for celebration of an event or matter of importance associated with a cultural group, that impacts the community at large.

Diversity – Diversity includes all the ways in which people differ and encompasses the various characteristics that distinguish an individual or group. It is all-inclusive and recognizes each individual or group as a valuable component of the broader community. Diversity may include differences in race, ethnicity, and/or gender — the groups that most often come to mind when the term "diversity" is used — but also age, national origin, religion, ability, sexual orientation, socioeconomic status, education, marital status, language, veteran status, and physical appearance. It also involves different ideas, perspectives, and values

Diversity & Inclusion Meeting Exemption Calendar – Displays the identified holidays when major or public meetings should not be scheduled. Calendar will be maintained and updated by the Diversity & Inclusion Unit within the Office of Civil Rights, Racial Equity & Inclusion.

Diversity Heritage Months – Periods designated to celebrate and acknowledge various ethnic and/or marginalized groups. These are times not only to celebrate, but also to provide education about the histories and contributions of diverse populations to American History.

Employee Resource Group – Employee resource groups (ERGs) are groups of employees who join together in their workplace based on shared characteristics or life experiences. ERGs are generally intended to provide support, foster cultural awareness, enhance career development, and contribute to personal development in the work environment.

Equity – Equity is both an outcome and a process to address racial, socio-economic, and gender disparities, to ensure fair and just access – with respect to where one begins and the capacity to improve from that starting point – to opportunities, including jobs, housing, education, mobility options and healthier communities. Equity is achieved when one’s outcomes in life are not predetermined, in a statistical or experiential sense, on their racial, economic or social identities; and it requires community-informed and needs-based provision, implementation and impact of services, programs and policies that reduce and ultimately prevent disparities.

Inclusion – Providing equal opportunity to all people to fully engage themselves in creating an environment and a cultural attitude whereby everyone and every group feels accepted, has value, and is supported by a foundation built on trust and mutual respect. Authentically bringing traditionally excluded individuals and/or groups into processes, activities, and decision/policy making in a way that shares power.

Major Meeting – A gathering where the majority of the team has been convened for the purpose of making policy changes or other important decisions, bringing consensus, and/or providing important updates. Major Meetings may occur face-to-face or virtually. The term “Major Meetings” also applies to events, workshops, training courses, team-building sessions, town hall meetings, and kick-off events that are open to 10 or more, individuals. One-on-one meetings that do not involve an employee observing an event on the Diversity & Inclusion Meeting Exemption Calendar do not apply to this policy. Major meetings designed to celebrate and/or support an event listed on the Diversity & Inclusion Meeting Exemption Calendar are permissible.

Public Meeting – A meeting, hearing, workshop, or other public gathering of persons to obtain comments from the public, stakeholders, or other agencies. A public meeting may include, but is not limited to, a Board meeting, a design review meeting, a committee meeting, or a scoping meeting on a draft environmental impact statement.

4.0 RESPONSIBILITIES

Communications Department receives and distributes communications from the Office of Civil Rights, Racial Equity & Inclusion regarding recognized diversity heritage months, cultural days, and religious observances.

Management actively fosters an intentional organizational culture committed to inclusion, belonging, and dignity by avoiding the scheduling of LACMTA meetings during diversity celebratory days and religious observances.

TAP Card Office prepares commemorative TAP cards for recognized diversity heritage months and cultural days.

The Office of Civil Rights, Racial Equity & Inclusion prepares announcements for diversity heritage months, cultural days and commemorative TAP cards for dissemination to Agency personnel and external constituent groups as appropriate. The Office of Civil Rights, Racial Equity & Inclusion will also maintain the Diversity &

Inclusion Meeting Exemption Calendar, which displays the applicable observances when meetings should not be scheduled.

The Marketing Department approves commemorative TAP card designs for recognized diversity heritage months.

5.0 FLOWCHART

Not Applicable

6.0 REFERENCES

- [Diversity & Inclusion Meeting Exemption Calendar](#)
- Time Off With Pay (HR 16)
- Religious Accommodation (HR 20)
- Holidays (HR 39)

7.0 ATTACHMENTS

- Attachment 1: Heritage Months for Tap Commemorative Production, [Diversity Heritage Months](#)

8.0 PROCEDURE HISTORY

11/01/2021-New Policy