

**ROUTT COUNTY**  
**ADMINISTRATIVE POLICIES AND PROCEDURES**  
**Policy Number X.XX**

<b>TITLE</b> Diversity, Equity & Inclusion Policy	<b>Date of First Approval</b>
<b>RESPONSIBLE DEPARTMENT</b> Human Resources	<b>Date Last Revised</b>

Purpose: To model an ethos that recognizes the value of diversity, equity, and inclusion in the workplace and to provide all employees of Routt County with the opportunity to succeed while also providing the best and fair services possible.

Department(s) Affected: All County Departments

Waiver Authority, if any: None

- I. Definitions:
  - a. Diversity refers to representation across a wide range of backgrounds, experiences, and views.
  - b. Equity refers to fair and equitable treatment, access, opportunity, and engagement for all.
  - c. Inclusion refers to environment that respects and values all perspectives, especially ensuring that persons within historically under-represented groups are included and represented.
  
- II. Routt County employees and officials will abide by the following action items to help promote diversity, equity, and inclusion in the workplace:
  - a. Aim to create and maintain a diverse, equitable, and inclusive workplace by helping employees develop the skills to create a cohesive team. Training plays a key role in the County’s mission as each of us have a responsibility to protect our workplace from unwanted, unfair and illegal behavior. All employees are required to attend and complete diversity and inclusion training to facilitate this as recommended by the Human Resources Department, County Manager and/or Board of County Commissioners.
  - b. Conduct research through yearly employee surveys related to equity, to make incremental and measurable progress toward the visibility of our diversity, equity, and inclusion efforts.
  - c. Improve cultural leadership by creating and supporting programs and policies that foster leadership that reflect the diversity of American society by offering related training programs to our employees.

- d. Develop a system for being more intentional and conscious of bias during the hiring, promoting, or evaluating process by training individuals charged with hiring employees on equitable practices and continually updating the Routt County Affirmative Action Plan.
- e. Include a salary range and Diversity, Equity, and Inclusion link on all public job postings.
- f. Advocate for policies that promote diversity, equity, and inclusion and challenging systems and policies that create inequity, oppression and disparity.
- g. Create a communication plan that informs all employees of our statement and the role we all play in helping achieve these goals.
- h. Practice and encourage transparent communication in all interactions.

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