Los Angeles County
Metropolitan Transportation
Authority
One Gateway Plaza
3rd Floor Board Room
Los Angeles, CA

Metro

Board Report

File #: 2021-0691, **File Type:** Informational Report **Agenda Number:** 39.

EXECUTIVE MANAGEMENT
NOVEMBER 18, 2021

SUBJECT: NEW FOSTERING AN INCLUSIVE CULTURE POLICY

ACTION: RECEIVE AND FILE

RECOMMENDATION

RECEIVE AND FILE status report on the new Fostering an Inclusive Culture Policy (Attachment A).

ISSUE

Metro seeks to recognize, observe, and celebrate holidays, diversity heritage months, cultural days, awareness days, and religious observances that reflect the diversity of its employees and customers and help foster an environment of inclusion and belonging. The CEO has developed a new administrative policy - Fostering an Inclusive Culture -to guide Metro staff in commemorating cultural heritage months and scheduling major events and public meetings around religious and cultural holidays.

BACKGROUND

Metro is committed to fostering 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. It recognizes everyone and every group as part of the diversity that should be valued. This includes race, ethnicity, gender, age, national origin, religion, ability, sexual orientation, socioeconomic status, education, marital status, language, veteran status, and physical appearance. It also recognizes the varying ideas, perspectives and values regarding them.

Metro has policies that establish guidelines for paid holidays and religious accommodations. However, there are holidays, cultural days, cultural heritage months, awareness days, and religious observances that are significant to our diverse employees and customers, and for which Metro seeks to observe and celebrate in other ways. To ensure this is applied in a consistent, equitable, and inclusive manner, the CEO has directed developed the Fostering an Inclusive Culture Policy (“Policy”).

Metro staff, with consideration to the agency’s workforce and customer demographics, evaluated culturally significant, religious and other awareness dates and months to determine how Metro can

be more inclusive in the scheduling of major events and public meetings and foster a sense of belonging. Metro historically has also partnered with community organizations and other partners on recognizing cultural heritage months and other major events on Metro's limited edition commemorative TAP cards.

Holidays and heritage months were considered based on a combination of the following*:

- Federal or state holidays already observed at Metro
- Federal or state holidays that are in the process of being observed at Metro
- Demographics of the customers Metro serves
- Demographics of Metro's workforce
- Feedback received from employees at CEO listening sessions

As noted in the policy, requests for consideration of additional cultural days or religious observances may be submitted to the Director of Civil Rights Programs, Diversity & Inclusion for review.

DISCUSSION

The Fostering an Inclusive Culture Policy provides Metro staff with processes and guidelines for acknowledging holidays, diversity heritage months, cultural days, awareness days, and religious observances in internal and external communications efforts. The Policy also established a Diversity & Inclusion Meeting Exemption Calendar ("Attachment B") to guide staff in scheduling considerations, commemorative TAP card production, and related communications. This information will be available online internally so that all Metro staff can access the information about the policy and calendar and will be updated periodically by the Office of Civil Rights, Racial Equity, and Inclusion - Diversity and Inclusion Unit. The calendar attached is a simplified and printable version.

Scheduling Major Events and Public Meetings

Beyond Metro's observed holidays, there are significant holidays, cultural days, and religious observances that are celebrated by our staff and the communities we serve. Under this Policy, Metro staff will be advised to avoid scheduling major events and/or public meetings during those holidays, cultural days, and religious observances, as identified in the Diversity & Inclusion Meeting Exemption Calendar. The calendar will be updated and easily accessible for Metro staff to use during planning efforts. It will also be considered when determining the number of days/deadlines for public comment periods. Metro staff will review and consider these recognized observances in their planning processes and will make scheduling adjustments as needed.

Commemorative TAP Card Production

Metro designs and distributes commemorative TAP cards to recognize diversity heritage months and cultural days based on Metro's TAP card guidelines. This Policy provides guidance for the annual determination of which diversity heritage months and cultural days to commemorate with TAP cards. It also provides guidelines to ensure the designs are inclusive and in line with the Metro's diversity, equity, and inclusion goals.

Diversity Heritage Months, Cultural Days, and Religious Observance Communications

Lastly, the Policy formalizes and expands Metro's practice of preparing communications highlighting diversity heritage months, awareness days and cultural days in internal and external communications, as appropriate. The goal of these communications is to recognize, celebrate, and educate the Metro community to foster a sense of belonging. Metro staff will seek input from the represented groups in developing relevant communications.

The implementation of this policy will help to make Metro more consistent in its practice as an inclusive workplace and service provider. This policy is just one of a number of initiatives aimed at ensuring Metro's decision-making is culturally informed, inclusive and reflects the diverse needs of the communities in Los Angeles county.

EQUITY PLATFORM

The Fostering an Inclusive Culture Policy helps Metro recognize the rich diversity of the broader Metro community and its various culturally significant practices and observances. It encourages staff to consider these significant practices and observances to reduce barriers to participation in our internal and public processes. It also creates clearer avenues for Metro to recognize, celebrate, and educate our workforce and community, supporting the cultural change needed to help advance equitable outcomes.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

This recommendation supports strategic plan goals 3.3 and 5.7 by signaling that Metro recognizes and embraces diversity of the Los Angeles Community and aims to support a diverse, inspired, and high performing workforce.

NEXT STEPS

The policy will be disseminated agency-wide. The Diversity & Inclusion Unit will maintain and update the Diversity & Inclusion Meeting Exemption Calendar and heritage months, which is accessible via the link included in the policy. A manual form of the meeting exemption calendar will be disseminated to divisions for posting. The TAP department will develop a budget and prepare designs for the established heritage months.

ATTACHMENTS

Attachment A - Fostering an Inclusive Policy
Attachment B - Diversity & Inclusion Meeting Exemption Calendar
Attachment C - TAP Card Commemorative Heritage Months

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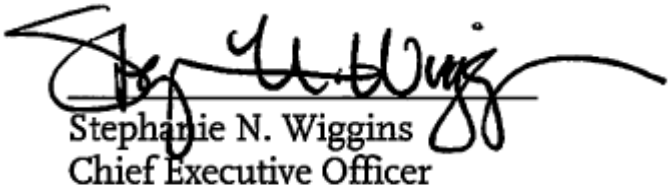

Stephanie N. Wiggins
Chief Executive Officer

Los Angeles County
Metropolitan Transportation Authority

Metro

(CIV 14)

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

(November 2021 – October 2022)
Diversity & Inclusion Meeting Exemption Calendar

This calendar identifies cultural days and events referenced in the Fostering an Inclusive Culture policy (CIV 14). The CIV 14 policy, provides guidance on when to avoid the scheduling of major or public meetings, programs and events during these occasions. As noted in the policy, requests for consideration of additional cultural days or religious observances may be submitted to the Director of Civil Rights Programs, Diversity & Inclusion for review.

= Dates to Avoid

November '21

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December '21

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January '22

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February '22

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March '22

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April '22

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May '22

June '22

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July '22

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August '22

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '22

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '22

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2021
- 11/11 – Veterans Day
- 11/25 – Thanksgiving Day
- 11/26 – Day After Thanksgiving

December 2021
- 12/24 – Christmas Eve
- 12/25 – Christmas Day

January 2022
- 1/1 – New Year's Day
- 1/17 – Martin Luther King, Jr. Day

February 2022
- 2/21 – Presidents' Day

March 2022
- 3/22 – Cesar Chavez Day

April 2022
- 4/15 Good Friday
- 4/15 to 1/16 – Passover
- 4/17 – Easter

May 2022
- 5/30 – Memorial Day

June 2022
- 6/4 to 6/6 – Shavuot
- 6/19 – Juneteenth
- 6/20– Juneteenth (observed)

July 2022
- 7/4 – Independence Day

September 2022
- 9/5 – Labor Day
- 9/25 to 9/27 – Rosh Hashanah

October 2022
- 10/4 to 10/5 – Yom Kippur
- 10/9 to 10/11 – Sukkot

Diversity Heritage Months

Fostering an Inclusive Culture Policy (CIV 14)

This document identifies the diversity heritage months referenced in the Fostering an Inclusive Culture policy (CIV 14). Commemorative TAP cards will be created to recognize the diversity heritage months listed below. 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.

Commemorative TAP cards will be created for the following Diversity Heritage Months:

- **FEBRUARY** Black History Month / Chinese New Year
- **MARCH** Women's History Month / Persian New Year
- **APRIL** National Arab American Heritage Month
- **MAY** Asian Pacific-American Heritage Month / Jewish American Heritage Month
- **JUNE** LGBTQ+ Pride Month / Caribbean American Heritage Month
- **SEPTEMBER** National Hispanic Heritage Month
- **OCTOBER** National Disability Employment Awareness Month / National Filipino American History Month / Diwali
- **NOVEMBER** National American Indian and Alaskan Native Heritage Month