

**2.01 EQUAL EMPLOYMENT OPPORTUNITY (EEO)/AFFIRMATIVE ACTION**

**Purpose**

The City ~~of Portland~~Auditor's Office is an equal employment opportunity employer and is committed to an active affirmative action and diversity program. The ~~City~~Auditor's Office will continue to recruit, hire, train, and promote into all job levels without regard to race, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income, or Vietnam era veterans status. It is the policy of the City to ensure:

- Equal opportunity to all employees and candidates;
- ~~E~~That employees be selected and promoted based on merit and without discrimination;
- Reasonable accommodations are provided to qualified employees and applicants that require them.

~~The Auditor and Elected officials and~~ all employees of the ~~City of Portland~~Auditor's Office, management and supervisory staff in particular, shall ensure that the intent and the stated requirements of this rule are implemented in all employee relations and personnel practices. It is the responsibility of every employee to ensure that the work environment is free of any practice of discrimination or harassment. The City Auditor, in consultation with the City Affirmative Action Officer, is responsible for implementation of the affirmative action program in the Auditor's Office.

Additionally, contractors doing business with the City ~~of Portland~~Auditor's Office are required to assure that equal employment opportunity be offered by their organization(s), and that they comply with appropriate sections of this policy and with applicable state and federal regulations. The provisions for external affirmative action measures are contained in City Code.

**Accommodations**

Any accommodations made in accordance with the American Disabilities Act must be in writing.

**Special Provisions Relative to Age**

Equal employment opportunity as to age applies to persons who are age 18 or older. State law forbids employment discrimination on the basis of age. It is unlawful to fail or refuse to hire or to discharge an individual or otherwise discriminate against any individual with respect to ~~his/her~~their compensation, terms, conditions, or privileges of employment, because of such individual's age.

**Special Provisions Relative to Disability**

Equal employment opportunity for persons with disabling conditions includes making a reasonable accommodation to known disabilities of a qualified disabled applicant or employee who would be able to perform the essential duties of the job if such accommodation is made.

**Bona Fide Occupational**

Age, gender or physical requirements may be considered if they constitute a bona

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**Qualifications**

vide occupational qualification necessary for performance of the essential duties of the job.

Physical capacity requirements relating to minimum standards for employment may be a reasonable selection factor. However, such standards must be reasonably necessary for the specific work to be performed and uniformly applied to all applicants for the particular job category, regardless of age or sex.

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**Complaint Procedure**

The City ~~Auditor's Office of Portland~~ has an internal complaint procedure designed to address and resolve complaints of discrimination, including retaliation and harassment. See the Administrative Rule on **Prohibition Against Workplace Harassment, Discrimination and Retaliation**. ~~Individual bureaus may have work rules and complaint procedures specific to their work places.~~ The ~~Auditor's Office City~~ will take appropriate action to prevent discrimination, including retaliation and harassment, and to ensure that the rights of employees who file complaints are respected, whether the complaint is filed through the internal complaint procedure, a grievance, or with a local, state, or federal agency, or court.

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**Contact Information**

Any person having questions about this rule or the ~~Auditor's Office~~ City's Diversity Development/Affirmative Action ~~plan~~ program should contact the ~~City Affirmative Action Officer in the Bureau of Human Resources~~ City Auditor or Management Services.

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**References**

41 CFR §60-1.4; §60-2.13(a); §60-2.20; City Code Chapter 23

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**Administrative Rule History**

~~Adopted by Council March 6, 2002, Ordinance No. 176302~~  
~~Effective April 5, 2002~~  
~~Revised December 4, 2013~~

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