



DIVERSITY AND INCLUSION POLICY

Policy Statement

Diversity and inclusion is a fundamental value of the Gaslamp Quarter Association (GQA). As part of this policy, we are committed to a workplace culture that values and promotes diversity, inclusion, equal employment opportunities, and a work environment free of harassment and hostility. This includes:

- Applying principles of equity and social justice to achieve equal employment opportunities for qualified individuals of all backgrounds.
- Attracting, recruiting, retaining, engaging, supporting, developing, and advancing underrepresented and diverse employees, including women, people of color, LGBTQ individuals, and any other underrepresented groups.
- Promoting respectfulness, cultural awareness, and inclusivity by:
 - ⇒ fostering a collaborative work environment in which all employees participate and contribute;
 - ⇒ empowering and providing a safe space for all employees to express themselves, exchange ideas, and feel heard; and
 - ⇒ encouraging employees to be open and curious about others' experiences and perspectives.

Diversity and inclusion are related and equally important concepts. Diversity includes but is not limited to differences in race, ethnicity, sex, gender, sexual orientation or identity, disability, religion, age, national origin, military or veteran status, and other categories protected under state or local law. Diversity also includes differences in backgrounds, experiences, perspectives, thoughts, interests, and ideas. Inclusion means ensuring that all employees are valued, heard, engaged, and involved at work and have full opportunities to collaborate, contribute, and grow professionally.

While the GQA strives for equitable representation of employees, the purpose of this policy is not to favor certain individuals or groups or have the effect of excluding other individuals or groups.

All leaders, managers, and employees play a role in making the GQA a diverse and inclusive place to work for everyone. Please read this policy carefully and openly and make every effort to understand the importance of diversity and inclusion and the ways we can accomplish these objectives together.

Diversity and Inclusion Goals and Action Items

The GQA is committed to developing and implementing programs and initiatives to promote diversity and inclusion in all areas of employment. We also recognize that we must continue to challenge ourselves to ensure these values are upheld. The GQA is committed to evaluating existing programs and adapting or introducing new initiatives as our diversity and inclusion goals evolve. The GQA always welcomes suggestions from employees about how we can be more inclusive and address and improve diversity issues. If you have any comments, concerns, or suggestions, please contact the Executive Director. Note that the GQA prohibits retaliation against employees for making good faith suggestions or complaints regarding the company's diversity and inclusion efforts.

Disclaimer of Restrictions on Employees' Rights

This policy is not intended to restrict communications or actions protected or required by state or federal law.

Administration of This Policy

The HR Department is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about diversity and inclusion initiatives that are not addressed in this policy, please contact the Executive Director.

Acknowledgment of Receipt and Review

I, _____, acknowledge that I received a copy of the GQA's Diversity and Inclusion Policy and that I read it, understood it and agree to comply with it. I understand that the GQA has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this policy at any time, with or without notice. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this policy. Changes can only be made if approved in writing by the Executive Director.

I also understand that any delay or failure by the GQA to enforce any work policy or rule will not constitute a waiver of the GQA's right to do so in the future. I understand that neither this policy nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized GQA representative, I am employed at will and this policy does not modify my at-will employment status.

By: _____

Name: _____

Date: _____