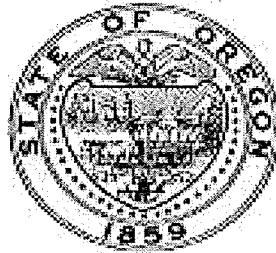


OREGON GOVERNMENT ETHICS COMMISSION

**Ronald A. Bersin
Executive Director
3218 Pringle Rd. SE, Suite 220
Salem, OR 97302-1544
Telephone: 503-378-5105**



**Affirmative Action Plan
2021 – 2023 Biennium**

OREGON GOVERNMENT ETHICS COMMISSION
AFFIRMATIVE ACTION POLICY STATEMENT

This policy applies to all employees and Commission members of the Government Ethics Commission. This policy applies to all matters relating to hiring, firing, promotion, benefits, compensation, and other terms and conditions of employment, as well as delivery of Commission services.

The Ethics Commission ensures that it creates, maintains and embeds a diverse and inclusive environment and organizational culture throughout the agency in keeping with the Governor's Diversity and Inclusion and Affirmative Action policies. The Ethics Commission also ensures that all Oregonians, regardless of gender, age, race, national origin, color, ethnicity, religion, people with disabilities, sexual orientation, veterans (etc.), have a fair and equal chance for available job opportunities within the agency.

The Government Ethics Commission supports the spirit and letter of equal employment opportunity laws, rules and regulations, affirmative action concepts, and the right of all persons to work and advance on the basis of merit, ability, and potential.

OREGON GOVERNMENT ETHICS COMMISSION
DIVERSITY & INCLUSION STATEMENT

The Commission strives to achieve equal employment opportunity and diversity and inclusion objectives through the recruitment, employment and advancement of a diverse workforce, including women, minorities and the disabled. The Commission will not tolerate any form of discrimination or harassment and endeavors to maintain a tolerant and respectful work environment free of hostility or unwelcome behavior.

The Commission is committed to providing citizens and employees, through a program of diversity and inclusion, equal access to programs and services, and fair and equal opportunities for employment. In administering its programs, Commission members and employees will not discriminate against any person who is a current or potential user of its services on the basis of race, color, ancestry, gender, national origin, age, family or marital status, sexual orientation, political or religious affiliation, veteran status, physical or mental disability.

All employees shall be advised of the procedure for lodging a discrimination or harassment complaint, and all employees with concerns of any kind related to affirmative action shall be encouraged to bring them to the attention of the Affirmative Action Representative, Ronald A. Bersin, Executive Director, or the chair of the Commission.

An individual who has interviewed for employment, who believes they were denied employment based on any of the aforementioned discriminatory factors, may file a complaint with the Commission Executive Director on behalf of the Commission. All reported incidents will be investigated promptly, thoroughly, impartially, and discreetly. The investigator will notify the complainant in writing of the results of the investigation. Formal appeals/complaints may also

be filed with the state's Affirmative Action Office; the Bureau of Labor and Industries; the Equal Employment Opportunity Commission at 909 First Avenue, Ste. 400, Seattle, WA 98104-1061; or the United States Department of Labor, Office of Civil Rights.

The application of this policy is the responsibility of administrative staff, and as part of the annual performance evaluation, the Commission's Executive Director will be evaluated, in part, on efforts to promote the equal employment opportunity and affirmative action objectives of the agency.

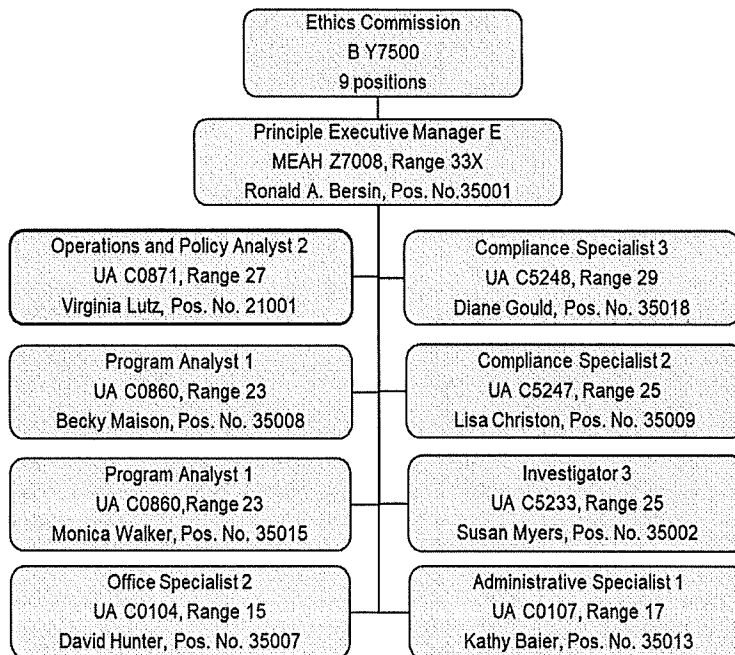
The Commission shall maintain a current copy of the Diversity & Inclusion/Affirmative Action and Equal Employment Opportunity policy and plan on its web site. The plan will be provided to all potential new employees during the final recruitment process, posted to the Commission's bulletin board in the employees' common area, and will be made available for review by agency employees, interested citizens, and organizations served by the Commission.

OREGON GOVERNMENT ETHICS COMMISSION
AFFIRMATIVE ACTION AGENCY STATEMENT

The Governor's Policy Advisor for the Oregon Government Ethics Commission is:
 Kevin Gleim
 503-378-6246

The Affirmative Action Representative for the Oregon Government Ethics Commission is:
 Ronald A. Bersin
 503-378-5105

Oregon Government Ethics Commission
2021 - 2023 Organizational Chart



Although the Oregon Government Ethics Commission is an autonomous agency, it receives Human Resource services as a client agency of the Department of Administrative Services.

The purpose of this statement is to update and maintain the previously-initiated affirmative action program for the Oregon Government Ethics Commission (Ethics Commission) in keeping with the directive of the Governor, State and Federal laws and regulations, and executive orders of the President of the United States of America concerning diversity & inclusion/affirmative action, discrimination/non-discrimination guidelines appropriate under the Civil Rights Acts, equal employment opportunity (EEO) policies, and the Americans with Disabilities Act by which our good faith efforts must be directed.

The Ethics Commission ensures that it creates, maintains and embeds a diverse and inclusive environment and organizational culture throughout the agency in keeping with the Governor's Diversity and Inclusion and Affirmative Action policies. The Ethics Commission also ensures that all Oregonians, regardless of gender, age, race, national origin, color, ethnicity, religion, people with disabilities, sexual orientation, veterans (etc.), have a fair and equal chance for available job opportunities within the agency.

We support the work of the Governor's Diversity & Inclusion and Affirmative Action Office, both inside and outside of state government, with everyone from state agency heads, human resources and on-the-ground staff, to community-based organizations and the general public. This not only identifies systemic barriers and weaknesses that stand in the way of a diverse and inclusive workforce, but also finds and implements effective solutions that will fix the problems and improve the performance and service delivery of state organizations.

While the Ethics Commission was created by state laws, we are working to build an organization that uses the concepts of Diversity & Inclusion, such as problem-solving, innovation, and organizational development, to create a workplace that is stronger, better functioning, and more dynamic, and that can deliver the best possible service to the people of Oregon.

2019-2021 Affirmative Action Objectives

During the 2019-21 biennium, the Ethics Commission has continued to work toward meeting its affirmative action/diversity and ADA goals. Job announcements are sent to the Affirmative Action Office to ensure recruitment information includes outreach to sources representing minorities, women, and persons with disabilities. The Ethics Commission is also ever sensitive to the evaluation and improvement of its hiring practices to ensure that we meet our affirmative action and diversity goals.

Ethics Commission members and staff ratios have historically remained fairly consistent in terms of the protected classes. The agency is currently comprised of nine staff, two of whom are white men and the other seven are white women, and nine commission members who number six men, five white and one Latino, and three white women.

The Ethics Commission's size is small and it experiences very little staffing turnover. The Ethics Commission did not participate in any Job Fairs in the last year, largely due to Covid-19 restrictions and having had only one vacancy during that time. The opportunity for promotion within the agency varies because of the diverse nature of the limited positions, but employees are urged to cross-train where possible so that they may take advantage of those opportunities if they do occur.

Cross-training and career developmental opportunities are encouraged. Our goal is to retain our employees by keeping them challenged and giving them room for growth. The small size of our agency requires that more than one person knows a job, so it is important to us to promote those opportunities.

2021-2023 Affirmative Action Objectives

In the 2021-23 biennium, the Ethics Commission will pursue the following goals and strategies:

- Maintain the Ethics Commission's commitment to affirmative action through the continued development and adherence to its Affirmative Action Plan.
- Evaluate and revise policies and procedures as needed to promote the Ethics Commission's commitment to affirmative action and equal employment opportunity.
- Assertively recruit qualified persons with disabilities, minorities, women, and other protected classes for position vacancies.
- Continue communication among staff and Ethics Commission members to foster understanding and support for the Ethics Commission's commitment to affirmative action.

Strategies:

- Increase staff and Ethics Commission member knowledge and awareness of affirmative action through review and discussion of the Affirmative Action Plan. Train and inform employees of their rights and responsibilities under the Ethics Commission's Affirmative Action policy.
- Make information regarding diversity training opportunities and attendance at cultural events available to staff. Opportunities will be discussed at staff meetings, posted in common areas and distributed by email to all staff. The Ethics Commission will continue to offer and encourage career development, mentorship, training, and promotional opportunities to all employees to prepare them for advancement.
- Utilize creative means that are free or low cost to advertise vacancies to people of color, disabled individuals, and women. These may include attendance at job fairs, contacting community and specialized ethnic organizations, communicating with higher educational facilities, posting on various web sites, and using the services of the Governor's Affirmative Action Office.
- Encourage employees to communicate their needs, to suggest additional or alternative methods of promoting our diversity, and to assist in identifying ways we can make our organization more welcoming to all. Encourage employees to expect respectful workplace behaviors and assure that they should not hesitate to report any concerns. Listen and take action on our employee's feedback for creating a more welcoming environment.
- All staff will continue to identify career development, cross-training, mentorship, temporary and rotation opportunities that will provide advancement in support of the Ethics Commission's Business Continuity and Affirmative Action Plans. We will continue to keep cultural diversity in the forefront of all employees.

- Increase knowledge and skills of the Ethics Commission's management staff in applying Affirmative Action and EEO principles and in promoting a diverse workforce environment.
- Strategies:
 - Ensure that managers understand the Ethics Commission's affirmative action goals and responsibilities and assert their role in achieving those goals.
 - Support managers' attendance at equal opportunity, affirmative action, and other diversity-related activities or training activities.
 - Maintain management performance appraisal reviews used to evaluate managers on their effectiveness in achieving affirmative action objectives.
 - Show management's commitment to cultural diversity by being an example of patience, tolerance and respect.

State Policy and Federal documentation is available through the following link:
https://www.oregon.gov/gov/policy/Pages/DEI_AA.aspx

Respectfully submitted,



Ronald A. Bersin
Executive Director
Oregon Government Ethics Commission