

CITY OF SOUTH BEND, INDIANA

EXECUTIVE ORDER NO. 01-2016

ESTABLISHING A CITY-WIDE DIVERSITY AND INCLUSION INITIATIVE

WHEREAS, Diversity consists of all that makes individuals unique and is a broad collection of different individual attributes such as national heritage and origin, language, race, color, ethnicity, religion, sex, sexual orientation, gender identity, age, socioeconomic status, educational background, life experiences, and modes of thought.; and

WHEREAS, Inclusion means that every person is welcomed, valued, respected, supported, and connected to the broader community and that each person is given a place to achieve full potential so that all persons work well together; and

WHEREAS, The City of South Bend, since its early existence, has been home to persons of many nationalities and origins, speaking many languages, and is now among the most racially and ethnically diverse cities in the State of Indiana; and

WHEREAS, To enable each and every individual to reach full potential, it is necessary to erode barriers that exist; and

WHEREAS, The City Administration needs to work intentionally to incorporate into the whole those persons or groups who have been historically underrepresented and underserved by government; and

WHEREAS, The City Administration, its Departments, Commissions, agencies and personnel can and should participate in an initiative of diversity and inclusion.

NOW, THEREFORE, by the authority vested in me as the Chief Executive and Administrative Officer of the City of South Bend by the Constitution of the State of Indiana and the laws of the State of Indiana and the City of South Bend, it is hereby ordered that the following Policy and Initiative for City Diversity, Equity and Inclusion be implemented:

Section 1. *Statement of Policy*—It shall be the policy of the City of South Bend (the City) to

- (a) challenge itself to become a model of equal opportunity, diversity, and inclusion in its workplace and through its procurement of goods and services;
- (b) promote equal opportunity, diversity, and inclusion throughout the community;
- (c) utilize talents from all segments of society in the pursuit of excellence; and
- (d) foster an inclusive culture that unlocks the full potential of all individuals.

Section 2. *City Diversity and Inclusion Initiative*—The Chief of Staff to the Mayor, the Diversity Compliance/Inclusion Officer, and the Director of Human Rights in coordination with heads of City Departments as listed at Chapter 2, Article 4, Section 2-13 of the South Bend Municipal Code and other appropriate city officials, shall

- (a) review existing City programs, practices and policies which promote diversity and inclusion and identify areas of strength and needed improvement, with a report within 120 days of this order;
- (b) establish an initiative to promote diversity and inclusion within the City workforce, the City's procurement, and the greater community;
- (c) issue a draft City Diversity and Inclusion Strategic Plan (D&I Plan) to receive feedback and finalize the D&I Plan, to be updated as needed and appropriate, within 180 days of this order; and
- (d) include, in the D&I Plan, goals and specific actions for the City's policies, practices, and processes regarding recruitment, hiring, employee retention and training, procurement, and community engagement.

Section 3. Responsibilities of Departments— All Departments as listed at Chapter 2, Article 4, Section 2-13 of the South Bend Municipal Code shall implement the D&I Plan issued under subsections 2(b)-(c) of this order. Each Department Head also shall

- (a) develop a draft diversity and inclusion implementation plan and timeline for his/her department within 90 days from issuance of the D&I Plan and submit to the Chief of Staff to the Mayor, the Diversity Compliance/Inclusion Officer, and the Director of Human Rights for review and approval;
- (b) implement the approved plan under subsection (a) of this section;
- (c) make information available for performance tracking and reporting under subsection 4(b) of this order;
- (d) promote a diverse and inclusive workplace; and
- (e) lead by example.

Section 4. Responsibilities of Certain Departments and Offices in the Creation and Maintenance of the D&I Plan—

- (a) OFFICE OF HUMAN RESOURCES—The Director of Human Resources, with the concurrence of the Diversity Compliance/Inclusion Officer and the Director of Human Rights, shall
 - i. identify improvements and practices to increase the effectiveness of the City in recruitment, hiring, and the promotion, retention, and training of employees; and
 - ii. establish inclusion as a core value that is a critical component for the performance evaluation of all employees.
- (b) OFFICE OF INNOVATION—The Chief Innovation Officer, in coordination with the Diversity Compliance/Inclusion Officer and Department Heads, shall collect information to track Departments' progress toward meeting the goals of this order and the D&I Plan and to provide regular reports.
- (c) DEPARTMENT OF COMMUNITY INVESTMENT AND DEPARTMENT OF PARKS AND RECREATION—The Executive Director of Community Investment or designee and the Superintendent of Parks and Recreation or designee, in coordination with the Director of Community Outreach, shall
 - i. promote an open, inclusive, connected, welcoming culture; and
 - ii. invest in
 - (A) people to create opportunities for everyone to thrive; and

- (B) places to make the City more attractive to all residents, visitors, and potential future residents from outside the City.

Section 5. Responsibilities of All City Employees—All employees of the City shall

- (a) be receptive to diverse ideas and perspectives to drive innovation and meet the City's challenges;
- (b) treat everyone with respect and dignity; and
- (c) make efforts to understand alternative viewpoints.

Section 6. General Provisions—

- (a) IN GENERAL—This order shall be implemented consistent with all applicable law and subject to the availability of appropriated funds.
- (b) SAVINGS CLAUSES—
 - i. Nothing in this order shall be construed to limit existing obligations or authorities.
 - ii. This order does not create any right or benefit, substantive or procedural, enforceable by law or by any party against the City, its departments, its offices, its officials or employees, or any other entity or person.

DATED this 15th day of January, 2016.

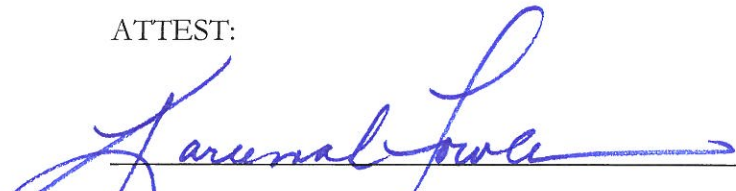
CITY OF SOUTH BEND, INDIANA

(Seal)



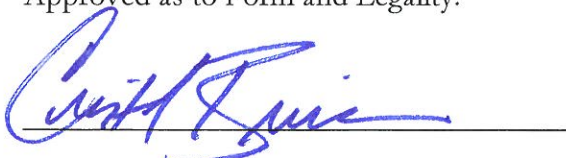
Pete Buttigieg, Mayor

ATTEST:



Kareemah Fowler, City Clerk

Approved as to Form and Legality:



Cristal Brisco, Corporation Counsel