



CITY OF KENMORE WASHINGTON

**DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY POLICY
2022**

**KENMORE CITY COUNCIL
CITY OF KENMORE DIVERSITY, EQUITY, & INCLUSION TASK FORCE**

CITY OF KENMORE

Diversity, Equity, Inclusion, and Accessibility (DEIA) Policy 2022

The City of Kenmore strives to be an open, inclusive, and welcoming place for all. The City Council and staff are committed to prioritizing diversity, equity, and inclusion and enacting change at the local level.

I. Policy Statement

The City of Kenmore, Washington is fully committed to Diversity, Equity, Inclusion, and Accessibility (DEIA) as they relate to public service that is representative of and responsive to the population we serve. Our community continues to become increasingly diverse, and we remain steadfast in identifying and removing barriers in services, programs, processes, policies, funding and expenditures, hiring, and fostering a culture where everyone belongs.

Our definitions of diversity and inclusion apply to and embrace the full variety of environmental, organizational, and individual dynamics and characteristics – including the commonalities that connect organizations and individuals, as well as the different cultures, histories, traits, skills, knowledge, capabilities, and thinking of organizations and individuals that are so unique and vital for our shared success.

Our definition of diversity specifically encompasses the expression of communities, identities, generation, gender, age, ethnicity, race, religious beliefs, sexual orientation, gender identity, immigration status, political beliefs, income level, geographic locations, physical/mental/neurological abilities, Indigenous identity, national origin, primary language, and beliefs of all people.

Overview

The City of Kenmore honors its history while inspiring the future. This Diversity, Equity, Inclusion, and Accessibility (DEIA) policy is rooted in our core public service values for civil service: action, passion, and connection. These values will also guide the development and implementation of an aligned DEIA strategic initiative that represents an opportunity to improve systemic behaviors and actions that have not always been, and may not currently be, equitable and inclusive for every member of our community.

The City of Kenmore must model best practices for the community, so that local businesses, organizations, and individuals might enjoy increased access and improved outcomes for all. Further, this policy has been informed by evidenced-based information, including:

- Consultations with external subject matter experts and community-based organizations, community groups, and internal stakeholders
- National, regional, and local DEIA program benchmarking of current trends
- Both community and municipal employee engagement survey data/results
- Community advisory task force insights and recommendations
- Comprehensive review of policies, processes, and procedures

There is national recognition for the need to improve and focus on factors that influence equity and justice in our communities. Population demographic trends are rapidly changing and it is critical for governments to foster a public sector workforce, workplace, and community culture that is engaging, inclusive, and diverse.

OBJECTIVES

This policy establishes a coordinated citywide strategic initiative to promote DEIA in the City of Kenmore's community culture, programs, services, workplace, and workforce.

The City of Kenmore is fully committed to a strategic initiative, while recognizing that its most valuable asset is its people; those who live in, work in, or visit our municipality and benefit from its success.

In meeting the needs of the City of Kenmore community, the City, with its partners, are committed to addressing the following social determinants of equity through strategic initiatives that seek to improve:

- Access to Affordable, Healthy, Local Food
- Access to Health and Human Services
- Access to Parks and Natural Resources
- Access to Safe and Efficient Transportation
- Affordable, Safe, Quality Housing
- Community and Public Safety
- Early Childhood Development
- Economic Development
- Equitable Law and Justice Systems
- Equity in City Practices
- Family Wage Jobs and Job Training
- Healthy Built and Natural Environments
- Quality Education
- Strong, Vibrant Neighborhoods
- Equitable Access to Participate in Political Institutions
- Access to Suffrage/Democracy

Our definition of diversity also includes underserved communities (i.e., populations and geographic communities, sharing a particular characteristic, that have been systematically denied a full opportunity to participate in all aspects of economic, social, and civic life). By welcoming and including these intersectional, cultural, and social identities, we create a better public service in the interest of all Kenmore community members.

We all share in the responsibility to ensure diversity, equity, inclusion, and accessibility throughout our public service.

Definitions

For purposes of this policy, we have prepared the following definitions that apply:

Diversity: The condition of being different or having differences. Differences among people occur in a variety of respects, such as age, class, ethnicity, gender, health, physical and mental ability, race, sexual orientation, religion, physical size, education level, job and function, personality traits, and other human differences. Some describe organizational diversity as social heterogeneity.

Equity: Fair treatment for all while striving to identify and eliminate inequities and barriers.

Inclusion: A value supported by incorporating diverse perspectives and practices to promote, develop, evolve, and implement an organization's culture, policies, systems, and norms. An inclusive environment is one where people encourage and embrace different perspectives, ideas, and experiences to create meaningful opportunity, interaction, communication, information, and decision-making prowess. An inclusive workplace is one where people not only feel included, but also where people recognize when workplace traditions and events may result in the exclusion of individuals.

Accessibility: The "ability to access" the functionality of a system or entity and gain the related benefits. The degree to which a product, service, or environment is accessible by as many people as possible. Accessible design ensures both direct (unassisted) access and indirect access through assistive technology (e.g., computer screen readers). Universal design ensures that an environment can be accessed, understood, and used to the greatest extent possible by all people.

Belonging: A feeling of being happy or comfortable as part of a particular group and having a good relationship with the other members of the group because they welcome you and accept you. *A sense of belonging is one of humanity's most basic needs.*

Accommodation: A change in the environment or in the way things are customarily done that enables an individual with a disability to have equal opportunity, access, and participation

Bias: Prejudice in favor of or against one thing, person, or group compared with another, usually in an unfair or negative way. Unconscious bias, also known as implicit bias, is defined as "attitudes and stereotypes that influence judgment, decision-making, and behavior in ways that are outside of conscious awareness and/or control."

Intersectionality: The complex, cumulative way in which the effects of multiple forms of discrimination (such as racism, sexism, and classism) combine, overlap, or intersect, and their multiple effects on the same individuals or groups. Also refers to the view that overlapping and interdependent systems of discrimination and inequality can more effectively be addressed together.

Cultural Humility: Cultural humility is a lifelong practice of self-reflection about one's own cultural identities. Through that introspection, a humble curiosity of other cultural identities evolves with the goal of improving relationships. This introspective practice of cultural identity gives way to an openness to otherness. Supplemental to the concept of cultural competence, cultural humility is a personal commitment to being humble, curious, and flexible, both inwardly and outwardly. Cultural humility is not achieved after a set amount of study; it is an ever-evolving practice.

Privilege: An unearned, sustained advantage that comes from race, gender, sexuality, ability, socioeconomic status, age, and other differences.

Racism: A belief that racial differences produce or are associated with inherent superiority or inferiority. Racially based prejudice, discrimination, hostility, or hatred. Institutionalized racism, also known as systemic racism, refers to forms of racism that are engrained in society or organizations. It is when entire racial groups are discriminated against, or consistently disadvantaged, by larger social systems, practices, choices, or policies.

Ableism: Beliefs or practices that rest on the assumption that being able-bodied is “normal” while other states must be “fixed” or altered. This can result in devaluing or discriminating against people with physical, intellectual, or psychiatric disabilities. Institutionalized ableism may include or take the form of organizational barriers, both intentional and unintentional, that result in disparate treatment of people with disabilities (PwDs).

Cultural Competence: Behaviors, attitudes, and policies that enable individuals to work effectively in cross-cultural situations. Cultural competence promotes the respect for and understanding of diverse cultures and social groups as well as the unique attributes of each individual within a larger organization. Cultural competence is based on integrating the awareness and learned skills needed to educate, work with, and serve people from diverse backgrounds and social identities effectively and sensitively.

Culture: The values, attitudes, beliefs, experiences, and customs shared and communicated by a group of people that contribute to a person’s sense of identity. Culture also includes the knowledge and collective experiences shared across generations within a cultural group.

II. RESPONSIBILITIES

All City of Kenmore Council Members, Employees and Directors are responsible for:

- A. Safety
 - I emphasize safety in all we do
 - I seek out safety opportunities in our community
 - I proactively identify, report, and follow up on safety concerns
 - I protect the natural and physical assets of our community
 - I speak up to ensure the safety of others
- B. Integrity
 - I walk the talk, modeling what I expect of others
 - I care about the quality and accuracy of my work
 - I strive to be fair and honest
 - I assume good intent in my interactions with others
- C. Courtesy
 - I am friendly and cordial
 - I exercise patience
 - I treat others the way they want to be treated (the Platinum rule) ● I go out of my way to help
- D. Proactivity
 - I seek to know, understand, and anticipate the needs of the community and individuals I serve
 - I exceed expectations others have of me
 - I model an aspirational, “can do” attitude
 - I find ways to make it easier for people to do business with us

- I seek continuous improvement and innovation

E. Collaboration

- I invest the time to build relationships of trust with others
- I build on the strengths and diversity of our community
- I share the information others need, making it easy to access
- I pitch in to support others, providing resources needed for success
- I pull down silos and bring people together

III. CITY OF KENMORE ACTIONS REGARDING DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY

FOCUS AREAS:

Communication

Accountability

Understanding

Investment

Support

All City of Kenmore Staff and Kenmore City Council Members are responsible for:

1. Communicating both the significance and value-add of DEIA openly, broadening the circle to include staff, community, and leadership.
2. Creating and maintaining a respectful, inclusive and professional working environment that promotes safety, inclusion, and values difference.
3. Digging deeper into the experiences and outcomes of underrepresented groups in the community and city workforce.
4. Participating in mandatory approved diversity training and/or learning events every 2 years. *(A list of training and learning opportunities shall be maintained by the City of Kenmore Human Resources Manager)*
5. Increasing efforts to build partnerships, support, and retain local businesses and organizations, while reaching individuals and institutions.
6. Honoring the name, gender designation, and pronoun/non-pronoun preferred by each employee and community member and taking steps to ensure that staff (and community members while attending City of Kenmore public meetings and events) respect the individual's expressed preference.
7. Participating in workplace and/or Kenmore community events that honor, celebrate, and build a welcoming culture for City of Kenmore residents, visitors, and staff. The goal is to connect and collaborate with members of the community, resulting in improved understanding and service.

All City of Kenmore Department Heads and City Manager are responsible for:

8. Leaders are accountable for DEIA objectives, collaboration, and key results.
9. Creating and Operationalizing a 5-Year Strategic DEIA Plan
10. Updating a Strategic DEIA Action Plan every five years to align with the goals of the City of Kenmore.

11. Ensuring that there is a staff resource committed to the implementation and coordination of the City of Kenmore DEIA strategic initiative, both in the City Manager's office and within every City of Kenmore department.
12. Collecting data and/or feedback from community members, partners, or relevant stakeholders to best understand the needs and experiences of those members of the City of Kenmore who are impacted by the policies, processes, programs executed by the City of Kenmore.
13. Ensuring all staff participate in DEIA training and/or learning opportunities as required. New staff should participate in DEIA training and/or learning within 12 months of hire.
14. Tracking employee and leader participation in DEIA training and learning events.
15. Collaborating with the HR Manager and relevant City of Kenmore designees to address instances of bias, discrimination, disparity, and/or microaggressions to cultivate a workplace and public events that are free of injustices and harm.
16. Modeling the behaviors that expected of all staff to be equitable, inclusive, and create a culture of belonging.
17. Conducting an annual City of Kenmore Employee Culture Survey
18. Conducting a City of Kenmore Community Culture Survey every 3 years.
19. Maintaining a public page on the City of Kenmore website with updates, information, and resources for the Kenmore community to understand, be made aware of, and participate in the City of Kenmore's DEIA strategies, goals, and results.
20. Creating and maintaining a City of Kenmore Supplier Diversity Program for procurement, setting appropriate goals for participation of minority, women, and socially and economically disadvantaged businesses.

All City of Kenmore Council Members are responsible for:

21. Adequately resourcing Diversity, Equity, Inclusion, and Accessibility strategies for long-term sustainable success.
22. Modeling the behaviors that are expected of all staff to be equitable, inclusive, and create a culture of belonging.
23. Participating in mandatory, approved diversity training and/or learning events every 2 years. (*A list of training and learning opportunities shall be maintained by the City of Kenmore Human Resources Director*)
24. Delivering to the City of Kenmore Community a Non-Discrimination Ordinance.
25. Tracking Council Member DEIA training and learning participation and making reporting available for public information through the City Clerk's office.

IV. POLICY REVIEW AND ACCOUNTABILITY

The Kenmore City Council, Kenmore City Manager, and Department Heads are responsible for:

Reviewing and evaluating the DEIA Policy, DEIA strategic initiatives, and DEIA outcomes annually to determine if the City has made progress toward achieving its goals and also to assess their impact, effectiveness, and efficiency.

Reviewing existing policies of the City of Kenmore to ensure compliance with the principles of the DEIA Policy.

The Kenmore City Manager, Department Heads, and their Partners are responsible for:

Partnering with the Kenmore Community DEIA Advisory Committee and City Department staff, to regularly measure and assess improvement in the areas of DEIA.

RELEVANT ACTIONS, RULES, POLICIES, and LAWS IMPACTING THIS POLICY

Washington State Office of the Attorney General

Everyone in Washington has civil rights. Federal, state, and local laws protect our rights to fair treatment, including in employment, housing, education, voting, insurance, credit, and public accommodations.

This page provides links to some of the primary civil rights laws and enforcement agencies. These links are not intended to cover all rights that may apply in a particular circumstance. Please refer to the Attorney General's [Civil Rights Resource Guide](#) for additional information about specific civil rights laws.

Washington Laws and Enforcement Agencies

Federal Laws and Enforcement Agencies

Local Laws and Enforcement Agencies

Kenmore City Council

City of Kenmore, Washington. Resolution No. 17-292. A Resolution Reaffirming the City of Kenmore as a Safe, Inclusive and Welcoming City for All People.

Additional Information and Resources

Crenshaw, K. Demarginalizing the Intersection of Race and Sex: A Black Feminist Critique of Antidiscrimination Doctrine, Feminist Theory and Antiracist Politics. University of Chicago Legal Forum. Vol. 1989, Iss. 1. p. 139 - 167.

<https://chicagounbound.uchicago.edu/cgi/viewcontent.cgi?article=1052&context=uclf>

- o The introduction and original explanation of the term “intersectionality.”
- o Topic: Intersectionality

Coaston, J. The Intersectionality Wars. Vox. May 2019.

<https://www.vox.com/the-highlight/2019/5/20/18542843/intersectionality-conservatism-law-race-gender-discrimination>

- o An examination of what Kimberle Crenshaw originally meant by “intersectionality” and how conservatives interpret it today.
- o Topic: Intersectionality

Kumagai, Arno K. MD; Lypson, Monica L. MD. Beyond Cultural Competence: Critical Consciousness, Social Justice, and Multicultural Education. Academic Medicine: June 2009 - Volume 84 - Issue 6 - p 782-787 doi: 10.1097/ACM.0b013e3181a42398

- o Discusses the importance and practice of cultural competence in the context of medical school.
- o Topic: Cultural Competence

McIntosh, Peggy. White Privilege: Unpacking the Invisible Knapsack. Peace and Freedom. July/August 1989. https://www.usi.edu/media/5627020/white-privilege_mcintosh-1989.pdf

- o Breakthrough essay in which Wellesley College professor explores some of the various privileges society grants to people with white skin.
- o Topic: Privilege

Payne, K; Niemi, Laura, and Doris, John M. How to Think about "Implicit Bias." Scientific American. March 2018.

[https://www.ccas.net/files/2018%20All%20Meetings/Generating%20the%20Pipeline%20Addressing%20Bias_Inc%20Case%20Studies\(1\).pdf](https://www.ccas.net/files/2018%20All%20Meetings/Generating%20the%20Pipeline%20Addressing%20Bias_Inc%20Case%20Studies(1).pdf)

- o An easily accessible discussion on the merits of implicit bias testing and the real-world consequences of implicit bias.
- o Topic: Bias

Payne, K. The Truth about Anti-White Discrimination. Scientific American. July 2019. <https://www.scientificamerican.com/article/the-truth-about-anti-white-discrimination/>

- o A piece about the scientific data showing rates of discrimination and how the anti-white bias perceived by some white Americans is not real but in fact anti-black discrimination remains as high as it was 40 years ago.
- o Topic: Equity

Powell, j.; Menendian, S. Problem of Othering: Towards Inclusiveness and Belonging. Othering and Belonging: Expanding the Circle of Human Concern. June 2017. <http://www.otheringandbelonging.org/2017/06/>

- o A discussion about how human beings find ways to differentiate ourselves from other groups and the problems this causes in society. It seeks to begin the process of solving this to make us more inclusive and giving a sense of belonging.
- o Topic: Belonging/Inclusion

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Kenmore City Councilmember Debra Srebnik

Kenmore Community Diversity, Equity & Inclusion Task Force

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