

May 5, 1981

EAST BAY ZOOLOGICAL SOCIETY  
AFFIRMATIVE ACTION PLAN

I. POLICY AND OBJECTIVES

The East Bay Zoological Society is convinced that Spanish sur name Americans, Blacks, Asians, American Indians, women, senior citizens, handicapped or disabled individuals and other minority groups must be brought more fully into the mainstream of American social and economic life. Accordingly, the Society is committed to a policy of taking all steps that can reasonably and legally be taken to maintain the Society's recruiting and training policy so that equal opportunity and non-discrimination of minority people will continue and that minorities are provided full equality of opportunity in employment, training and advancement.

The East Bay Zoological Society is committed to a program of Affirmative Action because it is right and we intend to successfully accomplish it.

To accomplish this objective, the East Bay Zoological Society's Affirmative Action program is designed to accomplish the following objectives.

1. Ensure that recruiting, hiring, and training for all job classifications is done without regards to race, creed, color, religion, national origin or sex.

May 5, 1981  
Page Two

2. Ensure that employment and management decisions further the principles and intent of equal employment opportunity.
3. Ensure that promotion decisions further the principle of equal opportunity and that non-discriminatory criteria for positions are used.
4. Ensure that other personnel policies and procedures governing compensation benefits, transfers and training are administered without regards to race, creed, color, religion, national origin, sex, age, or physical handicaps.
5. Establish a method of review and evaluating the results of the program.
6. Analyze personnel actions periodically to ensure equal employment opportunity.
7. The Society shall endeavor to establish programs and charges that will make Knowland Park/Zoo, its properties and facilities attractive and available to all levels of economic, racial and academic interest in the community provided the Society's goal of financial self-sufficiency is not thereby endangered.
8. Ensure that in its volunteer program and Docent program that discrimination because of race, color, creed, sex, or national origin does not occur.

9. Endeavor to hire City of Oakland residents and give preference thereto.

II. RESPONSIBILITY FOR IMPLEMENTATION

Ultimate responsibility for the development, implementation and maintenance of the East Bay Zoological Society's Affirmative Action program rests with the General Manager, who is supervised by the Executive Committee of the Board of Trustees of the Society. The General Manager may delegate to the Managers of the various functions of the Society, the responsibility to carry out in the recruiting, training and advancement of personnel under their jurisdiction, the Affirmative Action Plan and equal opportunity policies of the Board of Trustees of the East Bay Zoological Society.

III. DISCRIMINATION OF EQUAL OPPORTUNITY POLICIES

The equal opportunity policies will be made available to all personnel working for the East Bay Zoological Society and to all new recruits. Upon hiring new people, they will be given, in addition to the job description, a copy of the Society's Personnel Policy and the Society's Affirmative Action Plan. This information will also be posted at the two (2) offices maintained by the Society.

IV. GOALS FOR EMPLOYMENT OF MINORITIES

1. Encourage all qualified individuals regardless of race, creed or color to apply for all vacancies.

2. Distribute throughout the High Schools information about job opportunities, especially part time hourly employment.

May 5, 1981  
Page Four

3. Advancement will be based upon merit with all individuals treated equally regardless of race, creed or color.

4. Maintain the excellent record of recruiting minorities that now exists and relate future employment of minorities so that it reflects the percentages of minorities within the appropriate labor force of the City.

V. PERSONNEL POLICY

The personnel policies of the East Bay Zoological are described in the Personnel Policy adopted by the Board of Trustees of the Society and revised July, 1980. This policy statement sets forth the method of solving problems and establishes termination procedures among other personnel matters. The Personnel Policy of the Society will be applied fairly and firmly to all employees regardless of race, creed or color.

VI. MONITORING/EVALUATION

The General Manager shall, at least once a year at the Annual Meeting of the Board of Trustees, review the Society's Affirmative Action program, providing the Trustees with a report on the number of minorities by class, employed by the Society, make suggestions for changes and advise the Trustees of future goals and objectives.