



DIVERSITY PLAN

ISSUE DATE: December 23, 2013

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INTRODUCTION

LCSWMA's Diversity Plan is intended to build a high-performing, diverse workforce based on mutual acceptance and trust that will enhance the effectiveness and efficiency of its operations. LCSWMA is committed to making employment decisions such as: hiring, placement, promotions, compensation, benefits, disciplinary actions and terminations fairly and NOT on the basis of an applicant's or employee's race, gender, ethnicity, religion, age, color, military/veteran status, disability status or any other characteristic protected by law.

The Diversity Plan ("Plan") promotes a discrimination-free work environment and provides equal employment opportunities for all employees helping us to achieve our core mission.

All employees are encouraged to thoroughly review and familiarize themselves with the contents of the Diversity Plan. It is recommended that you keep this document in a safe, convenient place for easy reference.

If you have any questions regarding the content of the Diversity Plan, please bring your question to the attention of your Manager or Human Resources.

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Vision for Diversity

LCSWMA values the communities in which we serve as well as our employees by embracing diverse backgrounds, talents, perspectives and experiences, and fostering inclusion that inspires innovation, encourages respect and pursues excellence in all endeavors.

Mission for Diversity

To attract and retain a diverse workforce with qualified, capable and effective employees and advisors and provide the appropriate education, training, discipline and compensation to maintain the highest standards of performance.

EEO Policy Statement

The Lancaster County Solid Waste Management Authority is an Equal Employment Opportunity Employer. It is the Authority's policy not to discriminate against any employee or applicant for employment on the basis of race, color, religion, age, sex, marital status, national origin, ancestry, handicap or disability, Veteran status, and any other characteristic protected by applicable federal or state law. The Authority promotes the principle of equal employment opportunity with respect to all phases of employment.

Accordingly, all recruiting, hiring and promoting for all job classifications is made without regard to race, color, religion, age, sex, marital status, national origin, ancestry, handicap or disability, Veteran status, or any other characteristic protected by law, except where specific characteristics are a bona fide occupational qualification. Further, only valid job related requirements for promotional opportunities are imposed, and the Authority makes every effort to ensure that all personnel actions such as compensation, benefits, recruitment, transfer, promotions, layoffs and re-hires from layoffs are administered on an equal basis.

Employee Relations Philosophy

The ability of the Authority to fulfill its obligations to the community is directly dependent upon the contribution made by each employee, and by the aggregate contributions made by all. The Authority endeavors to employ individuals of the highest character and qualifications for each staff position. To attract and retain quality people, the Authority's employee relations philosophy is designed to:

- Provide equal employment opportunity for all employees and applicants for employment in accordance with the Authority's EEO Policy Statement;
- Ensure fair and equitable treatment for all;
- Place individuals in positions which best suit their aptitudes and skills;
- Offer training and opportunity for career development, personal growth, and advancement; and
- Offer compensation and benefits which are equitable, locally competitive, and properly rewarding for individual assignments and performance of duties.

This philosophy is implemented through the policies, procedures, and benefits described in this document and the Authority's Employee Handbook shall be administered by the Chief Executive Officer. Any employee who feels any policy has been unfairly or improperly administered by the Chief Executive Officer shall have the right to present his/her complaint to the Board of Directors for consideration and disposition.

Roles and Responsibilities

Executive Team is responsible for:

- Leading change.
- Fostering desired behaviors.
- Ensuring that the Plan supports the vision and mission of the Authority.
- Managing diversity principles that are integrated into the operation of the Authority.

Human Resources is responsible for:

- Implementing and monitoring the Plan.
- Effectively communicating the Plan to managers and employees.
- Updating the Plan as necessary.
- Identifying and Recommending strategies for improvement and for removing barriers to equal opportunity.
- Implementing changes to the Plan.
- Communicating any changes or updates to the Plan.
- Providing training for managers and employees.
- Preparing responses to inquiries about the Plan.

Managers and Supervisors are responsible for:

- Complying with the objectives of this Plan.
- Fostering engagement.
- Managing human capital effectively.
- Providing equal employment opportunities for all staff.
- Promoting/Communicating workforce diversity and inclusion.

Employees are responsible for:

- Practicing positive, constructive work habits.
- Working collaboratively with other co-workers.
- Recognizing and respecting others and their individuality.
- Working towards a more diverse and inclusive work culture by eliminating stereotypes and generalizations.

Goals

1. Workforce Diversity:

Recruit from a diverse, qualified group of potential applicants to secure a high-performing workforce drawn from all segments of society.

2. Workplace Inclusion:

Cultivate a culture that encourages collaboration, flexibility, and fairness to enable individuals to contribute to their full potential and further retention.

3. Sustainability:

Develop structures and strategies to equip leaders with the ability to manage diversity, be accountable, measure results, refine approaches on the basis of such data, and institutionalize a culture of inclusion.

In support of these goals, LCSWMA has developed several strategies for enhancing diversity and inclusion. These strategies include: recruitment and outreach, student internships, leadership development, workplace flexibilities, promoting a positive culture, and commitment to our diversity plan.

Diversity Policy

LCSWMA is committed to fostering, cultivating and preserving a culture of diversity and inclusion. Our human capital is the most valuable asset we have. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

LCSWMA's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees of LCSWMA have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from his/her manager, a member of senior management or Human Resources.