

Exhibit 7

COUNTY OF VENTURA	2018 ADMINISTRATIVE POLICY MANUAL	HUMAN RESOURCES CHAPTER VIII (A) Employment & Recruitment
Originating Agency: CEO-HR	Last Issued/Revised 2024	<u>Policy No. Chapter VIII (A) - 23</u> Harassment, Discrimination and Retaliation Prevention Policy
Policy Change Requires: <input checked="" type="checkbox"/> Board of Supervisors Approval <input type="checkbox"/> CEO Approval Forms Change Requires: <input checked="" type="checkbox"/> CEO Approval		

POLICY

The County of Ventura ("the County") is committed to providing a work environment free of discrimination, harassment, and retaliation based upon race, religious creed (including all aspects of religious beliefs, observance or practice, including religious dress and grooming practice), color, national origin, ancestry, physical or mental disability (including HIV and AIDS), legally protected medical condition (such as cancer and genetic characteristics), genetic information, marital status, registered domestic partner status, sex (including pregnancy, childbirth, and breastfeeding, or related medical conditions), reproductive health decision-making (including an employee's decision to use or access a particular drug, device, product or medical service for reproductive health), gender (including gender identity and gender expression), age (40 years and over), military/veteran status, sexual orientation, request for family care leave, or any other basis protected by federal, state, or local law or ordinance or regulation. All such conduct violates County of Ventura policy.

All such harassment, discrimination or retaliation based on protected characteristics is unlawful. The County of Ventura's harassment, discrimination and retaliation policy applies to all persons involved in the operation of the County and prohibits unlawful harassment, discrimination, or retaliation by any employee of the County, including supervisors and managers, as well as vendors and customers. It also prohibits unlawful harassment, discrimination, or retaliation based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. The County specifically prohibits such persons from engaging in conduct violating the California Fair Employment and Housing Act or this policy. The County also prohibits retaliation for complaining about discrimination or harassment, as further discussed below. Any employee of the County of Ventura who fails to comply with this policy is subject to appropriate disciplinary action up to and including termination.

Please see the County of Ventura's Sexual Harassment Policy for a description of what constitutes sexual harassment, including examples.

The County also prohibits abusive conduct. Abusive conduct means conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a

person's work performance. A single act will not constitute abusive conduct, unless especially severe and egregious.

HARASSERS CAN BE HELD PERSONALLY LIABLE

If you, as an employee, are found to have engaged in harassment, or if you as a manager or supervisor know about the conduct and condone or ratify it, you may be personally liable for monetary damages. The County reserves the right **not** to defend the claim against you pursuant to Government Code § 995.2 nor pay damages assessed against you personally.

All employees are required to undergo harassment prevention training as required by applicable law.

The Human Resources Division of the County Executive Office will ensure all new employees are trained in discrimination and harassment prevention as required by applicable law. For more information about this training requirement, visit <https://www.calcivilrights.ca.gov/shpt>.

COMPLAINT PROCESS

You are strongly encouraged to report claims of discrimination, harassment, or retaliation. If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to your direct County manager or supervisor so that the incident can be promptly investigated and addressed. You may be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory. Employees and officials may also report discrimination, harassment, or retaliation to their department personnel officer, department head, the Human Resources Director, or the Employee Misconduct Hotline at 1-800-684-6523. Agency/department managers and supervisors must refer all complaints involving discrimination, harassment, retaliation, or other prohibited conduct to Human Resources.

The County of Ventura encourages all employees to report any incidents of discrimination, harassment, retaliation, or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

An investigation will be conducted. The County of Ventura will immediately undertake a fair, timely, and thorough investigation of allegations of misconduct under this policy, in accordance with all legal requirements. Complaints will receive a timely response, will be investigated in an impartial and timely manner by qualified personnel, will be documented and tracked for reasonable progress, and will be closed in a timely manner. The investigation will provide all parties appropriate due process and will reach reasonable conclusions based on the evidence collected. The County of Ventura will maintain confidentiality to the extent possible, but cannot promise complete confidentiality, because the County of Ventura's duty to investigate and take appropriate corrective action may require the disclosure of certain information.

Appropriate action will be taken. If the County of Ventura determines that discrimination, harassment, retaliation, or other prohibited conduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the County of Ventura to be responsible for discrimination, harassment, retaliation, or other prohibited conduct may be subject to appropriate disciplinary action in accordance with existing County rules, policies, and procedures, up to and including termination.

The County of Ventura will not retaliate against you for filing a complaint or participating in an investigation, and will not tolerate or permit retaliation by management, employees, or co-workers.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Civil Rights Department investigate and prosecute complaints of prohibited discrimination, harassment, and retaliation in employment. If you think you have been harassed or discriminated against, or that you have been retaliated against for resisting or complaining, or participating in an investigation, you may file a complaint with the appropriate agency.

- California Civil Rights Department (CRD) at 1-800-884-1684 or by visiting <https://civildrights.ca.gov/contactus/>
- U.S. Equal Employment Opportunity Commission (EEOC) at 800-669-4000 or by visiting <https://www.eeoc.gov/contact-eeoc/>.

If you wish to pursue filing with these agencies, you should contact them directly to obtain further information about their processes and time limits.

PROTECTION AGAINST RETALIATION

County of Ventura policy and the law forbid retaliation against any employee who opposes harassment, discrimination, or retaliation, exercises rights under civil rights laws or who files a complaint, testifies, assists, or participates in any manner in an investigation, proceeding, or hearing conducted by the County of Ventura, the California Civil Rights Department, or the U.S. Equal Employment Opportunity Commission. Prohibited retaliation includes, but is not limited to, implementing an adverse employment action as a direct result of the employee's or official's opposition to harassment, discrimination, or retaliation, exercise of rights under civil rights laws, or filing a complaint, testifying, assisting or participating in any manner in an investigation, proceeding or hearing conducted by the County, the Civil Rights Department or the Equal Employment Opportunity Commission regarding workplace violence. This policy does not prohibit adverse employment actions that are unrelated to the above.