



## City of Phoenix

### STATEMENT OF COMMITMENT TO CIVILITY AND RESPECT IN THE WORKPLACE For Phoenix Public Library Employees

Phoenix Public Library staff fully endorses and supports the concept of equal business and employment opportunities for all individuals regardless of race, color, age, sex, religion, national origin, disability, sexual orientation, gender identity, or gender expression.

Through continued training and positive reinforcement, we ensure that each member of our team accepts responsibility for maintaining a positive work environment that is free of discrimination. Every member of our team has something meaningful to contribute so that we can provide innovative and effective services to our internal and external customers and partners.

Civility and respect are key elements in our department's customer service philosophy and culture. We are committed to not only guarding our words and actions, but to showing respect in our daily interactions with each other, and to fostering a team environment.

Members of management are also responsible for removing any obstacles that limit the hiring or promotional opportunities of any person due to their race, color, religion, age, national origin, sex, disability, sexual orientation, gender identity, or gender expression.

Phoenix Public Library also fully endorses, supports, and intends to comply with all requirements of the Americans with Disabilities Act (ADA) and ensure that harassment or discrimination in the workplace is not tolerated. The purpose of this statement is to affirm our commitment to compliance with all ADA requirements and equal opportunity concepts, including those outlined in the City's Administrative Regulation A.R. 2.35.

It is our firm belief that the principles of equal employment opportunity parallel and complement the principles of sound, effective personnel management. We fully intend to support equal employment opportunity and comply with all ADA requirements through recruitment practices, the assessment of employee potential, and the evaluation of employment needs.

Phoenix Public Library staff fully endorses and supports economic opportunity for Small & Disadvantaged Business Enterprises (S/DBE) and will maintain the commitment to utilize the City of Phoenix Small Business Enterprise Directory.

Rita Hamilton  
City Librarian

If you have any questions or concerns regarding this statement or any EEO or ADA matter, please contact the appropriate individuals listed below. For a copy of this document in an alternate format, contact the Employment Liaison:

**Employment and ADA/Programs**

Kevin E. McMaster  
Human Resources Officer  
Office: 602.534.0001  
TTY: use 7-1-1

**Business/Facilities**

Todd Shackleford  
Acting Deputy Director – Management Services  
Office: 602.262.7674  
TTY: use 7-1-1



# City of Phoenix

## STATEMENT OF COMMITMENT PHOENIX PUBLIC LIBRARY CUSTOMERS

Phoenix Public Library staff fully endorses and supports the concept of equal business and employment opportunities for all individuals, regardless of race, color, age, sex, religion, national origin, disability, sexual orientation, gender identity, or gender expression.

Phoenix Public Library also fully endorses, supports, and intends to comply with all requirements of the Americans with Disabilities Act (ADA) as amended and to ensure that harassment or discrimination in the workplace is not tolerated. The purpose of this statement is to affirm our commitment to compliance with all ADA requirements and to the concepts of equal employment opportunity.

Furthermore, members of management are also responsible for removing any obstacles that limit the hiring opportunities of any person due to their race, color, age, religion, national origin, sex, disability, sexual orientation, gender identity, or gender expression.

It is our firm belief that the principles of equal employment opportunity parallel and complement the principles of sound and effective personnel management. We fully intend to support equal employment opportunity and comply with all ADA requirements through our recruitment and employment practices.

Phoenix Public Library staff fully endorses and supports economic opportunity for Small & Disadvantaged Business Enterprises (S/DBE) and will maintain the commitment to utilize the City of Phoenix SBE Small Business Enterprise Directory.

Rita Hamilton  
City Librarian

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