



A BILL FOR AN ORDINANCE

RELATING TO ANTI-BIAS AND INCLUSION POLICY.

BE IT ORDAINED by the People of the City and County of Honolulu:

SECTION 1. Purpose. The purpose of this ordinance is to promote an environment that embraces diversity and safety for the citizenry and employees of the City and County of Honolulu by establishing a policy of anti-bias and inclusion for all City officers and employees and requiring the establishment of a similar policy by certain private contractors having contracts with the City.

SECTION 2. Chapter 1, Revised Ordinances of Honolulu 1990 ("General Provisions"), is amended by adding a new article to be appropriately designated by the revisor of ordinances and to read as follows:

"Article __. Anti-bias and Inclusion Policy

Sec. 1-__.1 Definitions.

"Anti-bias" means preventing or counteracting unfair discrimination against people based on race, color, religion, gender, national origin, age, or disability, including the pre-reflective attributions of particular qualities by an individual to a member of some social group.

"City" means the City and County of Honolulu.

"Contractor" means a nongovernmental entity having a contract, or performing work on the basis of a contract, with the city, entered into or renewed on or after the effective date of this ordinance.

"Department" means the department of human resources.

"Director" means the director of human resources.

"Inclusion" means the intentional act of creating environments in which any individual or group can, on an ongoing basis, be welcomed, respected, supported, and valued to fully participate with their voices being heard.

"Officer" means the same as defined under Section 1-4.1.



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"Public-facing functions" means job functions that require interaction and communication with the public.

Sec. 1-__2 Policy of anti-bias and inclusion.

It is the policy of the City and County of Honolulu to encourage anti-bias and inclusion by city officers and employees. It is also city policy to ensure that all such persons receive anti-bias and inclusion training to help provide an environment that embraces diversity and safety within and around city facilities.

Sec. 1-__3 Training program.

- (a) The director of human services shall develop, implement, and monitor an anti-bias and inclusion training program for all city officers and employees.
- (b) The training program must include, but need not be limited to, instruction based on information from experts in the fields of diversity, equity, or inclusion regarding:
 - 1. Diversity, including racial and ethnic sensitivity;
 - 2. Bias, including implicit or unconscious bias;
 - 3. Tools to create a safe, inclusive work environment;
 - 4. Appropriate responses to acts of discrimination, including intervention tools;
 - 5. Examination of personal bias and the impact of such bias on others; and
 - 6. Methods to document and report unlawful discrimination and bias.

The director shall periodically assess the training materials and update them as needed.

- (c) All city officers and employees shall participate at least annually in the training provided pursuant to this article.



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- (d) Each city department or office shall submit to the director, on a quarterly basis, a record of each officer and employee of the department or office completing the training. In the case of a board or commission member, the department or office assigned to staff the respective board or commission shall submit the record.
- (e) The director or the director's designee shall retain the records submitted to the director pursuant to subsection (d).

Sec. 1-__4 Anti-bias and inclusion policy required of contractor.

- (a) A contractor having employees who perform public-facing functions shall have and enforce a policy encouraging anti-bias and inclusion which is similar to the city policy set forth in Section 1-__2.
- (b) For a contractor with at least five employees, the policy required under this section must include a provision requiring the annual viewing of a video on the anti-bias and inclusion policy by all employees of the contractor who perform public-facing functions.
- (c) The policy required under this section must be in effect for at least the duration of the employer's contract with the city.
- (d) The director shall prepare a standard form of the policy required under this section. The standard form must set forth a policy containing minimum requirements conforming to this section.

Sec. 1-__5 Rules.

The director may adopt rules pursuant to HRS Chapter 91 to implement, administer, and enforce this article."



CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII

ORDINANCE _____

BILL 25(2021)

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SECTION 3. This ordinance takes effect upon its approval.

INTRODUCED BY:

David Johnson

DATE OF INTRODUCTION:

APR 29 2021

Honolulu, Hawaii

Councilmembers

APPROVED AS TO FORM AND LEGALITY:

Deputy Corporation Counsel

APPROVED this _____ day of _____, 20 _____.

RICK BLANGIARDI, Mayor
City and County of Honolulu