



Policy Title: Equal Employment Opportunity

Category: Human Resources

Policy Number: 915

Sponsor: Executive Vice President and Chief Operating Officer

Effective Date: May 28, 2008

INTRODUCTION AND PURPOSE

Rosalind Franklin University of Medicine and Science is committed to providing and maintaining a work environment free from all forms of unlawful discrimination, including harassment. The purpose of this policy is to affirm and describe the University's commitment to the principles of equal employment opportunity. This policy applies to all phases of employment, including, but not limited to, hiring, training, promotion, compensation, benefits and termination.

CANCELLATION Compliance Policy 300 dated March 15, 2006 is cancelled.

SCOPE AND APPLICABILITY This policy applies to employees (faculty and staff).

POLICY STATEMENTS

Equal Employment Opportunity: Rosalind Franklin University of Medicine and Science does not discriminate (or tolerate those who do) on any unlawful basis (such as [race](#), [color](#), [national origin](#), [sex](#), [sexual orientation](#), [disability](#), [age](#), [religion](#), or [veteran status](#)) in its employment programs or activities, including hiring, compensation, job classification and structure, promotion, fringe benefits, termination, and other terms, conditions or privileges of employment.

Sanction: A violation of the Equal Employment Opportunity Policy is prohibited and could result in sanctions, including termination.

Reporting: Any University employee that observes or becomes aware of a violation of the Equal Employment Opportunity Policy or attempted violation, shall immediately report such incident to the Human Resources Department. Consistent with the Whistleblower Protection Policy (Compliance Policy 132), those who, in good faith, make such a report shall not be the subject of reprisal, retaliation, or retribution for making that report. Knowingly making a false report is prohibited and could result in sanctions, including termination.

Investigation and Resolution: The Human Resources Department shall develop policies and procedures regarding the investigation and resolution of allegations of a violation of the Equal Employment Opportunity Policy that are (1) designed to provide a prompt and equitable resolution at the lowest appropriate level and (2) are consistent with other relevant University policies (e.g. faculty or student policies relating to sanctions). The Human Resources Department will solicit comments and recommendations from faculty representatives regarding such policies and procedures. Consistent with the Whistleblower Protection Policy (Compliance Policy 132), those who, in good faith, participate in the investigation or resolution process shall not be the subject of reprisal, retaliation, or retribution for such participation.

Education and Training: The Human Resources Department shall ensure the topic of equal employment opportunity is presented during new employee orientation and then, periodically, to current University employees.

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Confidentiality: Any information gathered in the investigation and resolution process (including any written report) is deemed confidential and may be released only on a need-to-know basis or as otherwise provided by law. Accordingly, such information should be safeguarded from inappropriate release and reports should be marked as confidential. If the written report or other documents form the basis for any contemplated punitive sanction, a copy of the relevant document may be provided to the person against whom the sanctions are contemplated in accordance with the existing relevant policies regarding that contemplated sanction. Specifics regarding any punitive sanctions imposed are deemed confidential and may be released only on a need-to-know basis or as otherwise provided by law.

Coordination Efforts: Representatives from the Human Resources Department will periodically meet with representatives identified by the Vice President of Academic Affairs, as the respective representatives deem appropriate, in order to assist and coordinate efforts designed to further and promote their respective policies concerning equal opportunity (i.e. Equal Employment Opportunity and Equal Educational Opportunity).

DEFINITIONS

Harassment is a form of unlawful discrimination consisting of unwelcome verbal or physical conduct relating to any unlawful basis, such as one's [race](#), [color](#), [national origin](#), [sex](#), [sexual orientation](#), [disability](#), [age](#), [religion](#), or [veteran status](#), when:

1. (*quid pro quo*) submission to this conduct is explicitly or implicitly a term of, condition of, or otherwise used as a basis for employment decisions affecting that individual;
2. (*hostile environment*) has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Resolution: A resolution is a situation arrived at that is then free of unlawful discrimination and may include, when and as appropriate, actions to remedy any past unlawful discrimination, punitive sanctions, additional training, and/or reassignment of duties or positions.

Sexual harassment: Sexual harassment is one type of harassment (which is itself a form of unlawful discrimination) that involves unwelcome verbal or physical conduct of a sexual nature.

Unlawful discrimination means discriminating in any of the University's employment-related programs or activities on an unlawful basis, such as [race](#), [color](#), [national origin](#), [sex](#), [sexual orientation](#), [disability](#), [age](#), [religion](#), or [veteran status](#). Examples of conduct that, if engaged in on an unlawful basis, would be unlawful discrimination include denying opportunities, making decisions based on stereotypes or assumptions, harassment; and retaliation for making an allegation of, participating in an investigation of, or opposing unlawful discrimination.

POINT OF CONTACT

Further information regarding matters contained in this policy may be obtained from the Assistant Director of Human Resources, 3333 Green Bay Road, North Chicago, Illinois 60064, (847) 578-8537.