

<b>University Enterprises, Inc. Policies and Procedures</b>	<b>Policy No. 030</b>
<b>Section:</b>	Human Resources
<b>Policy:</b>	Equal Employment Opportunity and Affirmative Action
<b>Revised Date:</b>	December 11, 1998

## **Equal Employment Opportunity and Affirmative Action**

### **I. PURPOSE**

To affirm that University Enterprises, Inc. (UEI) seeks to provide equal employment opportunity to all employees and applicants.

### **II. SCOPE**

This policy applies to all UEI employees.

### **III. POLICY**

University Enterprises, Inc.'s commitment to Equal Employment Opportunity (EEO) and Affirmative Action is stated in its Affirmative Action Plan and demonstrated in the plan's implementation. This policy applies to all employment practices including, but not limited to, application for employment, recruitment and hiring practices, promotions, compensation, training, discipline, and termination.

It is UEI's policy to base employment decisions on job-related factors. Except where required or permitted by law, employment practices shall not be based upon an applicant or employee's race, color, religion, sex, age, national origin, marital status, sexual orientation, ancestry, physical or mental disability, citizenship, or veteran status.

### **IV. RESPONSIBILITIES**

- A. The Executive Director is responsible for ensuring that all personnel policies and practices are in compliance with appropriate federal, state, and local regulations.
- B. The Affirmative Action Officer or designee has primary responsibility for implementation, dissemination, and administration of UEI's EEO and Affirmative Action programs.
- C. Directors are responsible for ensuring that the EEO and Affirmative Action program is implemented for all employees under their supervision.
- D. Managers, supervisors and directors are responsible for assisting in implementing this program in their respective work areas.
- E. Employees who have supervisory responsibilities shall be evaluated on their efforts toward compliance with UEI's EEO and Affirmative Action obligations and commitments in their job evaluation review.

### **V. RELATED POLICIES**

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| Policy No. 025 | Recruitment and Selection   |
| Policy No. 215 | Salary Program Administration Regular Employees                       |
| Policy No. 220 | Wage Administration for Students in Sponsored Programs Administration |
| Policy No. 225 | Wage Administration for Central Staff Students                        |
| Policy No. 305 | Performance Appraisal   |

Policy No. 620      Unlawful Harassment

Policy No. 625      Sexual Harassment