

Equal Employment Opportunity

Policy Adopted for BUCOM 9/29/2022

Policy Information			
Policy# :	GEN.2028	Reviewed Date(s):	
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Responsible University Administrator:	VP, Administrative Services	President Council Approved Date:	January 9, 2020

1. Purpose

- 1.1. To prohibit discrimination on the basis of individual's race, color, religion, national origin, pregnancy, sex/gender, age, handicap, disability (physical, mental, or visual), creed, marital status, veteran status, genetic information, or any other category protected by federal, state or local laws in the hiring practices, and in all terms, privileges, or conditions of employment within Baptist.
- 1.2. To recognize and promote management's accountability in assuring a non-discriminatory work environment and to assure all employees that the University intends to treat them fairly during their employment.
- 1.3. To provide an internal review mechanism for reporting alleged violations so that all complaints can be promptly investigated and resolved.
- 1.4. To affirm the organization's commitment to fair and consistent terms and conditions of employment without regard to an individual's race, color, religion, national origin, pregnancy, sex/gender, age, handicap, disability (physical, visual or mental), creed, marital status, veteran status, genetic information, or any other category protected by federal or state law.

2. Policy

- 2.1. Commitment to Equal Employment Opportunity
 - 2.1.1. It is the philosophy of the University to treat all employees fairly and with respect. Baptist is an Equal Opportunity Employer, and as such will not tolerate discrimination in the workplace with regard to an individual's race, color, religion, national origin, pregnancy, sex/gender, age, handicap, disability (physical, mental, or visual), creed, marital status, veteran status, genetic information, or any other category protected by federal or state law. The University supports and adheres to all applicable state and federal regulations that prohibit discrimination relative to the terms, conditions, or privileges of employment. Additionally, the University is committed to provide reasonable accommodations to qualified individuals with disabilities as required by the Americans with Disabilities Act, as amended.
 - 2.1.2. Accordingly, discrimination in all terms, privileges, or conditions of employment, including but not limited to recruiting, hiring, placement, training, transfer, promotion, rates of pay, and other compensation, is strictly prohibited by Baptist.
- 2.2. Harassment

2.2.1. Harassment in any form is not tolerated by the University (refer to Harassment Policy).

2.3. Responsibility of Management

2.3.1. Management/supervisory personnel have the responsibility and obligation to provide equitable, non-discriminatory and non-offensive work environments for all employees.

2.4. Retaliation

2.4.1. The University will not tolerate retaliation against any employee who reports a claim of discrimination or harassment in good faith or against any employee who provides information as a witness to the discrimination or harassment. Retaliation will result in disciplinary action up to and including discharge.

2.5. Policy Violations

2.5.1. If an investigation confirms that a violation of policy has occurred, the Organization will take corrective action to effectively end the discrimination. Depending on the circumstances, such action may include coaching or other disciplinary action up to and including termination of employment. As necessary, the University may monitor any incidence of discrimination to ensure the discriminatory behavior has stopped. In all cases, the University will follow up as necessary to ensure no retaliation has occurred for making a complaint or cooperating with an investigation.

3. Definitions

3.1. None.

4. Procedure

4.1. Complaints of Harassment or Discrimination

4.1.1. The University strongly encourages all employees who have experienced, witnessed, or have knowledge of any form of harassment or discrimination by anyone, including employees, supervisors, managers, students, co-workers, physicians, customers, visitors, vendors, service providers, etc. to report such harassment or discrimination immediately to their immediate supervisor, a member of the management team or Administrative Services.

4.1.2. Once an employee reports an alleged violation, whether it is reported to the employees' immediate supervisor, another member of the management team, or Administrative Services, Administrative Services is responsible for conducting a prompt internal investigation. The investigation will be fair and impartial to all parties involved. Any harassment or discrimination complaint should specifically state the details of the offending behavior.

4.1.3. During the investigation, an employee who has made a harassment or discrimination complaint may be asked to document in writing specific details relating to the complaint. Complaints of discrimination or harassment will be handled with as much confidentiality as possible. The University will seek to limit disclosure to the extent necessary to conduct a complete and thorough investigation or as may be necessary to take appropriate corrective action. In reporting an alleged violation, it is important that colleagues are both truthful and factual in their written and verbal communication about claim of discrimination or harassment.

4.1.4. Complaints of harassment or discrimination receive a review up to the appropriate administrative staff member. Employees should contact the Administrative Services office for information regarding this review procedure.

4.1.5. If it is determined that no harassment or discrimination has occurred, or there is not sufficient evidence to make a decision regarding the complaint, this determination will be communicated to the employee who made the complaint.



5. Related Information

5.1. Harassment Policy