

University Policy 200.17
EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Responsible Administrator: Office of the President

Responsible Office: Office of Human Resources

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Authority: Office of the President

Policy Statement

It is the policy of Claflin University to provide equal opportunity in its employment, admissions, and educational activities to all persons regardless of race, color, religion, sex, age, national origin, disability, veteran status, or other legally protected status. The University is committed to providing equal employment opportunity in the administration of all personnel actions and operating procedures. This policy relates to all aspects of recruitment, selection, hiring, promotion, compensation, benefits, terms and conditions of employment, and other personnel actions.

Statement of Purpose

This policy establishes guidelines for the administration of its equal employment opportunity policy in compliance with applicable federal laws and regulations (including Title VII of the Civil Rights Act of 1964, the Equal Pay Act, the Age Discrimination in Employment Act, and the Americans with Disabilities Act) and state laws and regulations (South Carolina Human Affairs Act). It is the responsibility of the University to protect the rights and privileges of all employees and applicants. The University prohibits discrimination against any employee or applicant based upon race, color, religion, sex, age, national origin, disability, veteran status, or other legally protected status.

Applicability

This policy is applicable to all administrators, faculty, staff, hourly and temporary employees, customers, and persons who conduct business with the University but who are not employees.

PROCEDURES

The University is committed to maintaining a work environment that is free from discrimination and one in which all employees are able to devote their full attention and best efforts. This policy prohibits all forms of discrimination, workplace harassment, sexual harassment, and retaliation.

To promote an equal employment opportunity program that does not discriminate against a person because of race, color, religion, sex, age, national origin, disability, or veteran status, the University shall:

- ✓ Establish an efficient, consistent, and competitive employment process that ensures the selection and hiring of persons with the required job related qualifications without regard to any of the legally protected classes.
- ✓ Institute uniform screening criteria and elements that help to identify applicants who possess the knowledge, skills, and abilities to perform the essential job duties and responsibilities of the position.
 - without regard to any of the legally protected classes.
- ✓ Utilize a structured interview process that ensures fair and equal treatment by allowing each applicant to be evaluated in accordance with the same general criteria without regard to any of the legally protected classes.
- ✓ Develop guidelines to ensure that all personnel actions, decisions, and employment practices including, but not limited to, employment, compensation, promotions, transfers, tuition assistance, training, terminations, and disciplinary actions, are administered without regard to any of the legally protected classes.

Reporting Discrimination

It is the duty of each employee to immediately report incidents of discrimination.

The employee should report any discrimination when:

- ✓ One believes that he/she has been discriminated against
- ✓ He/she has witnessed someone else being discriminated against

Employees should refer to the Non-Discrimination Statement for more information on filing a complaint of harassment or discrimination. If the complaint involves allegations of sexual misconduct, the complaint should be processed in accordance with University Policy 200.29, Sexual Misconduct and Harassment.

University Responsibility

All discrimination complaints shall receive immediate attention and will be coordinated by the Office of Human Resources. It is the responsibility of the University to respond appropriately by conducting a prompt and thorough investigation pursuant to the procedures set forth in other University policies to include University Policy 200.29,

Sexual Misconduct and Harassment, as applicable.

