

LINCOLN UNIVERSITY

Policy: Equal Employment Opportunity, Nondiscrimination, and Affirmative Action
Policy Number: HRM – 101
Effective Date: August 1992
Revisions: August 2000, July 2009, August 2011
Next Review Date: August 2013
Review Officer: Chief Human Resources Officer
Status: Approved by President and Active

Introduction

Lincoln University is committed to equal employment opportunity, nondiscrimination, and affirmative action in employment in accordance with all applicable federal, state, and local laws and regulations, including but not limited to the Civil Rights Act of 1964, as amended; the Pennsylvania Human Relations Act; the Equal Pay Act; the Americans with Disabilities Act of 1990, as amended; the Rehabilitation Act of 1973, as amended; and the Vietnam Era Veterans Readjustment Assistance Act of 1974.

Policy

1. It is the policy of the University to promote equal employment opportunities and to select faculty and staff, and to handle all employment decisions and actions, without discrimination against individuals on the basis of race, color, sex, sexual orientation, religion, creed, national origin, age, veteran status, or disability unrelated to job requirements. Lincoln University is further committed to promoting through its employment practices and procedures the recruitment, employment, and advancement of qualified personnel without regard to race, color, sex, sexual orientation, religion, creed, national origin, age, veteran status, or disability unrelated to job requirements. It is also the policy of the University to maintain a work environment free from unlawful discrimination, including harassment.
2. In furtherance of these policies, the University is committed to continuing to:
 - Recruit, hire, train and promote persons in all job classifications without regard to race, color, sex, sexual orientation, religion, creed, national origin, age, veteran status, or disability unrelated to job requirements.

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- Make employment-related decisions to further the principle of equal employment opportunity.
 - Ensure that promotion and other employment related decisions are in accordance with the principals of equal employment opportunity by imposing only valid requirements relevant to the job.
 - Ensure that all personnel actions are administered without regard to race, color, sex, sexual orientation, religion, creed, national origin, age, veteran status, or disability unrelated to job requirements.
3. Responsibility for the monitoring and coordination of all equal employment opportunity/nondiscrimination/affirmative action in employment programs is with the Office of Human Resources.
 4. The President and Board of Trustees call upon every member of the University community to engage wholeheartedly in the effort to ensure a wholly nondiscriminatory process of recruiting, hiring, and promoting women, members of minority groups, qualified disabled individuals, and disabled and Vietnam era veterans and other protected individuals at all levels of employment throughout the University. The University also expects and requires that outside agencies with whom it contracts will comply with all applicable federal, state, and local anti-discrimination laws.
 5. Diversity within the University community advances the academic purposes of the University, and an affirmative action policy is essential to achieving such diversity. The University endorses the goals of equal employment opportunity and affirmative action as supportive of University values and of the values of a democratic and pluralistic society.
 6. Unlawful discrimination or harassment, including unlawful sexual harassment, is prohibited and will not be tolerated by the University. Any employee who violates the University's policies prohibiting unlawful discrimination or harassment shall be subject to disciplinary action or termination of employment.
 7. No person will be threatened, intimidated, retaliated against, coerced, or limited in employment opportunity for exercising any rights protected under federal, state, and local nondiscrimination laws and regulations. Also, no person shall be threatened, punished, discharged, retaliated against, or be limited in employment because that person files a good faith complaint, furnishes information for or participates in an

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investigation, compliance review, or hearing, or participates in any other activity related to the administration of federal and state and local nondiscrimination laws and regulations.

8. The Chief Human Resources Officer, as the President's designee, is the Equal Employment, Diversity and Nondiscrimination Coordinator. Any person who believes that he/she has been subject to unlawful discrimination is encouraged to bring this matter to the attention of the Chief Human Resources Officer or to his or her supervisor or other appropriate University official at the earliest practical opportunity. Any questions concerning or requests for a workplace accommodation due to a disability under the Americans with Disabilities Act should be directed to the Office of Human Resources.

Questions about this Policy should be addressed to:

*The Office of Human Resources
1570 Baltimore Pike
Lincoln University, PA 19352
484-365-8059*