



## Equal Employment Opportunity Policy

### Statement

Duke University is committed to encouraging and sustaining work and learning environments that are free from harassment and prohibited discrimination. The University prohibits discrimination and harassment in the administration of both its employment and educational policies. Equal employment and educational opportunities are provided without regard to race, color, sex, religion, national origin, disability, veteran status, sexual orientation, gender identity, age or genetic information. Duke University also makes good faith efforts to recruit, hire and promote qualified women, minorities, individuals with disabilities and veterans.

In accordance with Title IX of the Education Amendments of 1972, Duke University prohibits discrimination on the basis of sex. Sexual harassment is a form of sex discrimination. Duke University has designated Dr. Benjamin D. Reese, Vice-President of the Office for Institutional Equity as its Title IX Coordinator. The Office for Institutional Equity is located in Smith Warehouse, 114 S. Buchanan Blvd., Bay 8, Durham, North Carolina 27708. Dr. Reese's office telephone number is 684-8222. Questions or concerns regarding Title IX, harassment or discrimination may be directed to the Office for Institutional Equity.

### Commitment to Equal Opportunity

Duke University is an institution and community committed to the principles of excellence, fairness, and respect for all people. As part of this commitment, we actively value diversity in our workplace and seek to take advantage of the rich backgrounds and abilities of everyone. Our equal opportunity policy affirmatively protects all Duke staff and applicants, ensuring that employment decisions are based on individual merit, as opposed to stereotypes and biases. Duke's Policy applies to recruitment, hiring, appointment, and promotion for all positions. It also governs personnel actions such as determining compensation, layoffs, terminations, and benefits.

Providing equal protection in employment is only one aspect of achieving diversity at Duke. Because a variety of social and historical barriers have limited access to employment and advancement of certain groups in the past, we make special efforts to identify, recruit, hire, and promote qualified people who are traditionally underrepresented in our workforce.

Duke University's equal opportunity policy is an important part of our compliance with federal and state laws and regulations. More importantly, this policy guides us in our institutional

commitment to diversity and fairness, and guarantees that every employee is welcome and free to contribute his or her talents to help Duke achieve excellence in all our endeavors.

## Dissemination

The equal opportunity policy is distributed to all members of the University community. Copies are provided to new employees at orientation sessions, and to union officials representing University employees. Copies are also posted on bulletin boards throughout the University. The statement is published in the Duke University HR Policy Manual, the Faculty Handbook, and the Staff Handbook.

The policy is discussed in management training programs, and is described in various literature distributed by the University. Nondiscrimination clauses are included in all union agreements and all such contractual provisions are reviewed to ensure that they are nondiscriminatory. Purchase orders, leases, and contracts incorporate an equal opportunity clause as required.

Publications of the University picture both minority and non-minority men and women and persons with disabilities. All recruiting advertisements state that the University is an Equal Opportunity/Affirmative Action Employer.

## Implementation

Every member of the Duke University community is encouraged to participate wholeheartedly in the effort to ensure not only that our workplace is free from unlawful and unconscionable discrimination and harassment, but also that we also respect and celebrate diversity. Because managers and supervisors make so many personnel decisions, they have particular responsibility for achieving our institutional equal opportunity goals.

The Office for Institutional Equity implements and monitors the policy throughout the University and the Duke University Health System. OIE develops the Affirmative Action Plans, reviews employee recruitment, hiring, and other personnel activities, and provides technical advice and training to members of the University community.

## Enforcement

As Chief Executive Officer of the University, the President has the legal responsibility for compliance with the Equal Opportunity laws. The Provost, the Chancellor for Health Affairs, the Vice Presidents, and other senior officers are all responsible to the President for implementing the Equal Opportunity Policy within their administrative areas. Deans, directors, chairpersons, and managers of the various schools, departments, and programs all work to administer and manage personnel activities within their areas to ensure full implementation of the Policy.

The Office for Institutional Equity handles all violations of the equal opportunity policy, including allegations of discrimination and harassment.