

Topic: EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY		
Policy #:	Version: 1.0	Updated Date: May 2002

Purpose: To ensure that the University provides an environment free from discrimination and takes affirmative action in its employment practices.

Scope: All applicants, employees, students, visitors, guests, contractors and subcontractors

Policy: The University believes that all individuals are entitled to equal employment opportunities and will not discriminate against its employees or applicants for employment because of race, religion, color, gender, sexual orientation, national origin, veteran, disability, age or any other protected class. It is the University's position that employment decisions be based on qualifications for the job and the ability to satisfy requirements established for each position which are reasonable and necessary.

The responsibility for insuring that the administration of all personnel programs are in accord with this policy rests primarily with the VP for Human Resources; however, the successful implementation of this policy can only be assured through the efforts of deans, directors and managers of the various departments with respect to their employees.

An Affirmative Action Officer has also been designated to oversee the University's compliance with the spirit and letter of the Equal Opportunity guidelines and to implement the Affirmative Action program.

Equal Opportunity and Affirmative Action applies to all aspects of the employment relationship, including recruitment, selection, compensation, benefits, training, promotion, transfer and termination.

In order for the University to successfully discharge its responsibilities for EEO/AA programs, it will take certain steps to communicate internally with the University community as well as to those outside of the University, including:

1. Notification to all recruitment sources of our EEO/AA policy.
2. Inclusion of the phrase: "Roger Williams University is an Equal Opportunity Employer and is committed to inclusive excellence and encourages applications from under represented populations" in all classified advertisements.
3. Notification to all labor unions with whom we have collective bargaining agreements of the nondiscrimination policy and making every effort to incorporate the policy into future labor agreements, including union cooperation in the development of Affirmative Action plans.