

## TEMPLE UNIVERSITY HEALTH SYSTEM ADMINISTRATIVE POLICIES AND PROCEDURES

**NUMBER:** 950.594  
**TITLE:** EQUAL EMPLOYMENT OPPORTUNITY POLICY  
**EFFECTIVE DATE:** 9/09/15  
**LAST REVIEWED:** 8/26/15  
**LAST REVISED:** 8/26/15  
**REFERENCES:** Policy Against Workplace Harassment and Violence #950.559  
**ATTACHMENTS:** Appendix A: External Agencies Where Complaints May Be Filed  
Appendix B: TUHS Workplace Complaint Form  
**ISSUING AUTHORITY:** TUHS Human Resources

### SCOPE

This policy replaces and supersedes the following previously enacted policies: Temple University Hospital policy #950.500 – Affirmative Action/Equal Employment Opportunities; Temple University Hospital policy # 950.501 – Non Discrimination in Employment; Temple University Health System policy # 950.556 – Reaffirmation of Equal Employment Opportunity; Jeanes Hospital policy # E-1; Fox Chase Cancer Center Equal Opportunity Employment Policy.

This policy shall apply to Temple University Health System, Inc. (“TUHS”) and all TUHS subsidiary corporations. Any reference to TUHS shall mean TUHS and its subsidiaries. This policy applies to all TUHS employees unless superseded by provisions of a collective bargaining agreement.

### PURPOSE

TUHS is an equal opportunity employer. It is the purpose of this policy to reaffirm the principles and mandates of equal employment opportunity in accordance with the applicable federal, state and local laws.

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NOTHING IN THIS POLICY CONSTITUTES A CONTRACT, EXPRESS OR IMPLIED. TEMPLE UNIVERSITY HEALTH SYSTEM, IN ITS SOLE DISCRETION, MAY MODIFY, ALTER, DELETE, SUSPEND, OR DISCONTINUE ANY PART OR PARTS OF THE POLICY AT ANY TIME, WITH OR WITHOUT PRIOR NOTICE TO ITS EMPLOYEES.

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## POLICY

TUHS will make decisions regarding recruitment, employment, promotion, transfer, training, working conditions, compensation, benefits, application of TUHS policies and other employment related decisions without regard to an individual's legally protected status including the following:

- Age
- Ancestry
- Citizenship
- Religion or creed
- Gender identity
- Sex (including pregnancy)
- Sexual orientation
- Handicap or disability, or the use of a guide or support animal for disability, or relationship to a person with a disability
- Genetic Information
- Race
- Color
- Ethnicity
- National origin
- Veteran status
- Familial or marital status
- Status as a victim of domestic or sexual violence
- Having a GED rather than a high school diploma\*
- Any other class protected by federal, state, and local law

Additionally, TUHS will comply with the mandates of § 955.2 of the Pennsylvania Human Relations Act (43 Pa. Cons. Stat. Ann.) regarding employees' participation in or refusal to participate in abortion or sterilization procedures.

NOTE: \*Should vocational technical training or other special training be required with regard to a specific position, then such training or special training may be considered by the employer.

TUHS will administer this policy fairly and consistently and will:

- Post all required notices regarding employee rights under federal, state and local equal employment opportunity laws in areas highly visible to employees.
- Seek the best qualified candidates for employment, promotion and transfer based on ability, knowledge, skills, experience, and training.
- Advertise for job openings with the statement "An Equal Opportunity Employer."
- Post all required job openings with the appropriate state agencies.
- Ensure that opportunities for training, development and advancement are made on the basis of the individual's ability and performance.
- Enforce its workplace policies fairly and consistently.
- Maintain and enforce TUHS Policy against Workplace Harassment and Violence.

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- Train new employees on harassment prevention.
- Encourage employees to report all instances of discrimination or harassment to a Human Resources representative or a member of TUHS management.
- Prohibit retaliation against any member of the TUHS community, who has opposed illegal discrimination, filed a complaint or assisted or participated in an investigation or inquiry under this policy.
- Investigate all complaints of harassment and retaliation promptly and fairly and take immediate corrective action when warranted.

Additionally, TUHS managers and supervisors will:

- Know and understand this policy.
- Explain this policy to individuals under their supervision.
- Take appropriate action to prevent unlawful discrimination and harassment.
- Be receptive to concerns and complaints of unlawful discrimination and/or harassment.
- Take appropriate action (including consultation with Human Resources and Employee Relations) when they become aware of potential violations of this policy.
- In consultation with TUHS Human Resources and Employee Relations, inform the complainant that the complaint was investigated and, if applicable, that appropriate action was taken.

NOTE: Failure of a manager or supervisor to perform his/her responsibilities under this policy will be reflected in his/her performance evaluation and may subject him/her to disciplinary action, up to and including termination of employment.

### **COMPLAINT PROCEDURE**

Complaints of discrimination based on a legally protected status should be filed with TUHS Employee Relations. The employee should complete and submit a Workplace Complaint form (Appendix B) with as much detailed information as possible.

TUHS Employee Relations may be contacted at: TUHS Human Resources/Employee Relations, 2450 W. Hunting Park Avenue, Philadelphia, PA 19129 or by telephone at (215) 707-0884. Depending on the circumstances, the employee's complaint will be forwarded to an appropriate Human Resources representative for prompt investigation.

Complaints may also be filed with the appropriate federal, state, or local agency or in a court with jurisdiction.

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## APPENDIX A

### \*\* External Agencies Where Complaints May Be Filed \*\*

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U.S. Equal Employment Opportunity Commission  
Philadelphia District Office  
801 Market Street, Suite 1300  
Philadelphia, PA 19107-3127  
Phone: 1-800-669-4000  
Fax: 215-440-2606  
TTY: 1-800-669-6820  
Website: <http://www.eeoc.gov/field/philadelphia/index.cfm>

Pennsylvania Human Relations Commission  
110 North 8th Street, Suite 501  
Philadelphia, PA 19107  
Phone: 215-560-2496  
TTY: 215-560-3599  
Website: <http://www.phrc.state.pa.us>

Philadelphia Commission on Human Relations  
The Curtis Center  
601 Walnut Street, Suite 300, South  
Philadelphia, PA 19106  
Phone: 215-686-4670  
Fax: 215-686-4684  
TTY: 215-686-3238  
Website: [pchr@phila.gov](mailto:pchr@phila.gov)

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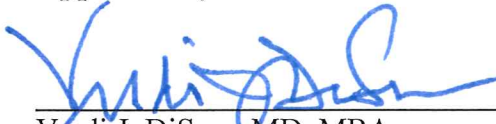
**APPROVALS**

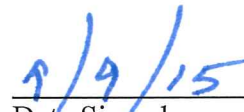
**Recommended by:**

  
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John W. Lasky  
Chief Human Resources Officer  
Temple University Health System, Inc.

  
\_\_\_\_\_  
Date Signed

**Approved by:**

  
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Verdi J. DiSesa, MD, MBA  
Vice Dean, Clinical Affairs  
Chief Operating Officer  
Temple University Health System, Inc.

  
\_\_\_\_\_  
Date Signed

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