



MIDWESTERN UNIVERSITY

DIVISION: All University

AREA: HUMAN RESOURCES

SUBJECT: NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY	POLICY NO. HR 0028		
APPROVED BY: <i>Kathleen H. Goepfinger, Ph.D.</i> Kathleen H Goepfinger, Ph.D., President and Chief Executive Officer	ISSUE DATE 06/15/2022	SUPERSEDES 10/1/2020	PAGES 2

**PURPOSE**

This policy ensures Midwestern University's ("MWU") compliance with federal, state and local statutes, and executive orders governing the non-discriminatory and equitable treatment of employees and prospective employees.

This policy applies to all employees of MWU.

The term "employee" includes all faculty, staff, visiting instructors, adjuncts, temporaries, standardized patients, student employees, interns and residents, as well as members of management, including department chair/directors, supervisors and executives.

The term "prospective employee" includes any individual applying for employment.

**POLICY**

- A. It is the policy of MWU to prohibit unlawful discrimination in all terms and conditions of employment, such as hiring, firing, layoff, harassment, selection, promotion, demotion, performance evaluation, transfers, pay, tenure, discipline, training, and any other terms and condition of employment. To that end, MWU prohibits discrimination based on race; color; creed; religion; national or ethnic origin; ancestry; sex (including sexual harassment); sexual orientation; gender identity or expression; pregnancy; marital or familial status; age (40 years or older); physical or mental disability; citizenship; past, current, or prospective service in the uniformed services; genetic information; or any other protected classes or characteristics recognized or protected by applicable federal, state, or local laws.
  
- B. It is the policy of MWU to recruit, select, place, train, discipline and promote employees and qualified applicants for employment without regard to race; color; religion; creed; national origin or ancestry; ethnicity; sex (including pregnancy); gender (including gender

expression, gender identity; and sexual orientation); marital status; age; disability; citizenship; past, current, or prospective service in the uniformed services; genetic information; or any other protected classes recognized by state or local laws, or any other characteristic protected under applicable federal, state, or local laws.

- C. With due consideration of all current legal requirements and limitations, employment decisions will be made on an equitable basis in consideration of the overall qualifications of an applicant or employee for the affected position. For purposes of this policy "overall qualifications" include, but are not limited to, such factors as: attitude, cooperativeness, work record, as well as demonstrated skills, education, experience and ability to perform the essential functions of a position, with or without reasonable accommodation.
- D. All personnel decisions, such as those related to compensation, benefits, transfers, terminations, layoffs, return from layoff, MWU sponsored training, educational assistance, and social and recreational programs, will be made on an equitable basis.
- E. All employee facilities will be maintained on an equitable basis, except that restrooms, washrooms, locker rooms, dressing areas and housing facilities may be segregated on the basis of gender.
- F. It is illegal and a violation of this policy for any employee to discriminate against a qualified employee or prospective employee with a protected disability or to discriminate against an employee or prospective employee due to their relationship or association with an individual with a known disability.
- G. All employees are encouraged to notify appropriate management personnel and/or the Department of Human Resources of violations of any aspect of this policy.

#### PENALTIES:

Violation or disregard of any aspect of this policy by any employee shall subject that employee to disciplinary action, up to and including discharge.

#### POSTING:

A copy of this policy will be available on the HR Website and copies will be available to employees upon request from the Department of Human Resources.

#### EEO Coordinator

Amy Gibson, M.S., PHR, Vice President of Human Resources, has been designated as the EEO Coordinator and is responsible for compliance with state and federal equal employment opportunity laws. Anyone believing they have not been treated in accord with this policy are encouraged to contact Ms. Gibson.