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 This policy applies to all TUHS employees unless superseded by provisions of a collective bargaining agreement.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.
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.
• 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.
APPENDIX A

** External Agencies Where Complaints May Be Filed **

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
Temple University Health System
Workplace Complaint Form

TUHS is committed to maintaining a workplace free from harassment of any kind. If you feel that you have been, or are presently experiencing harassment on the job, TUHS encourages you to submit this form so that appropriate steps can be taken to remedy the situation. Once submitted, you will be contacted by an Employee Relations representative.

Employee information:

Name: __________________________________________________________

Telephone: ______________________________________________________

Department: _____________________________________________________

Did you inform your supervisor of this incident? [ ] Yes  [ ] No

If yes, when __________________________

Please describe the incident (feel free to attach further documentation):

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

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_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Signature: _________________________________________________________ Date: __________

Name: ___________________________________________________________

Submit form to:
Temple University Health System
Department of Human Resources, Employee Relations
2450 W. Hunting Park Avenue
Philadelphia, PA 19129
Phone: 215-707-0884
APPROVALS

Recommended by:

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

Date Signed
September 9, 2015

Approved by:

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

Date Signed
9/9/15