

Policy Number: 03-05-030

Policy Title: EQUAL OPPORTUNITY

Effective Date: March 24, 2014

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1. **Policy**

OHSU provides equal opportunities to all individuals without regard to race, color, religion, national origin, disability, age, marital status, sex, sexual orientation, gender, gender identity or expression, military service, or any other status protected by law. This policy applies to all employment, education, volunteer, and patient care related activities.

2. **Diversity Definition**

At OHSU, we embrace the full spectrum of diversity, including age, color, culture, disability, ethnicity, gender identity or expression, marital status, national origin, race, religion, sex, sexual orientation, and socioeconomic status. We respect and support diversity of thought, ideas and more.

To fully leverage the richness of our diversity at OHSU, we must create, maintain and promote a community of inclusion. Inclusion means we honor, respect, embrace and value the unique contributions and perspectives of all employees, patients, students, volunteers and our local and global communities. It also includes removing barriers to individual success.

Diversity and inclusion maximize our true business potential, creativity, innovation, quality patient care, educational excellence and outstanding service.

3. **Business Case for Diversity**

Diversity is essential to realize our multifaceted mission and to set the example for integrity, compassion and leadership in healthcare, education, research and community service.

Diversity is fundamental to OHSU's ability to attract and retain top talent, achieve innovation and creativity, flourish in a competitive market, maximize the return on our investment in people, and ensure flexibility to thrive.

4. **Official Equal Employment Opportunity Statement**

The following statements should be used in job postings as needed:

- A. All job announcements and advertisements must include: "OHSU is an equal opportunity, affirmative action institution. All qualified applicants will receive

consideration for employment and will not be discriminated against on the basis of disability or protected veteran status."

- B. When space allows, the language should read: "OHSU is an equal opportunity, affirmative action institution. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability or protected veteran status. Applicants with disabilities can request reasonable accommodation by contacting the Affirmative Action and Equal Opportunity Department at 503-494-5148."

5. **Disabilities**

It is a policy of the State of Oregon (ORS 410.710) that all persons regardless of any disability have the right to live their lives with dignity and to participate in society and all state programs to the fullest extent possible. OHSU policy echoes this statute.

A. **REFLECT A POSITIVE APPROACH TO PERSONS WITH DISABILITIES**

In all correspondence and publications:

- (1) Avoid the use of stereotypes and negative labels such as "victim," "afflicted," "crippled" and "handicapped" except as such terms are required by statute or federal law and/or regulation.
- (2) Use positive terminology such as, "person with disabilities" instead of "disabled person," "handicapped" or other negative words except as such terms as required by statute, or federal law and/or regulation.
- (3) Develop and seek input regarding positive terminology and portrayal of persons with disabilities from persons who have disabilities and their advocates.
- (4) Foster corrective measures and avoid stereotypes and negative labeling in texts used by schools, newspapers, magazines, radio and television by encouraging review and analysis of these media by publishers, company owners or appropriate agencies.

B. **REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES**

Any employee who has a physical or mental disability that substantially limits an individual's ability to perform the job is encouraged to advise his or her supervisor, Human Resources, or OHSU's Affirmative Action and Equal Opportunity (AAEO) Department regarding the disability, the work limitations covered by the disability, and any suggested reasonable accommodations. The AAEO Department administers a reasonable accommodation request process for employees with disabilities. Volunteers may request reasonable accommodations by contacting

Volunteer Services or the AAEO Department.

Students with disabilities who seek reasonable accommodation should contact the Office of Student Access.

Patients who seek reasonable accommodations due to a disability are encouraged to contact the Department of Patient Relations or AAEO Department.

Public event attendees with disabilities may contact the event contact person or AAEO Department prior to the event to request reasonable accommodation to attend or participate in the event.

Information regarding requests for accommodation will be kept confidential, with limited exceptions recognized by law and as required to provide for accommodation. Any individual who receives a report relating to an employee's disability or a request for accommodation shall promptly notify the AAEO Department.

6. Reasonable Accommodations for Religious Beliefs

Employees or students who desire reasonable accommodation for a religious belief or practice are encouraged to advise their supervisor, Academic Official, Human Resources, or the AAEO Department regarding the request. The AAEO Department administers a reasonable accommodation request process for employees and students who desire religious accommodation.

Patients who seek reasonable accommodation due to a religious belief or practice are encouraged to contact the Department of Patient Relations or the AAEO Department.

Volunteers who seek reasonable accommodation due to a religious belief or practice are encouraged to contact Volunteer Services or the AAEO Department.

7. Reporting Discrimination

OHSU encourages individuals who believe they have been discriminated against in violation of this policy to come forward promptly. Such discrimination may include prohibited harassment, retaliation, sexual harassment, sexual misconduct or sexual violence. At times, concerns regarding discrimination can most often be resolved directly with the person engaging in discriminatory behavior. When such resolution is not possible or reasonable, concerns regarding discrimination may be brought to:

- A. The supervisor or department head most directly concerned; or
- B. Any academic or administrative official of OHSU including but not limited to the President, a Vice President, Chief Administrative Officer, Legal Counsel, the Provost or a Vice Provost, a Dean, a Chair, a Director, a Manager, or a Supervisor; or

- C. The Affirmative Action and Equal Opportunity (AAEO) Department; or
- D. The Title IX Coordinator, the AAEO Director; or
- E. Human Resources; or
- F. The Office of Academic Affairs; or
- G. The Integrity Office; or
- H. The Department of Patient Relations; or
- I. The Department of Public Safety.

Any person who receives a report of discrimination shall promptly notify the AAEO Department or Human Resources of the complaint. The AAEO Department has primary responsibility for investigating and resolving reports of discrimination lodged by students, patients, applicants for educational programs, volunteers and others. The AAEO Department and Human Resources have primary responsibility for investigating and resolving complaints lodged by employees and employment applicants.

8. **Options for Resolution**

Individuals who report discrimination will be advised of their options for resolution of the complaint. Depending on the nature of the complaint, these options include:

- A. Informal resolution of the complaint, pursuant to the University's Equal Opportunity Complaint Procedure of Policy No. 03-05-050.
- B. Formal investigation of the complaint, pursuant to the University's Equal Opportunity Complaint Procedure of Policy No. 03-05-050.

9. **Confidentiality**

To the extent possible, OHSU treats as confidential all information received in connection with reports of discrimination. It may become necessary, however, to disclose particulars in the course of the investigation. All individuals who participate in an investigation have an obligation to maintain confidentiality of the matters discussed.

10. **Non-Retaliation**

Retaliation against an individual for reporting discrimination or for participating in an investigation is strictly prohibited. Any act of reprisal violates this policy and will result in appropriate disciplinary action.

11. Cooperation and Truthfulness

Individuals who are asked to participate in an investigation are required to fully cooperate and to provide truthful information and responses to questions and inquiries.

12. False Complaints

It is a violation of this policy for anyone to make an intentionally false accusation of discrimination. Any employee or student who is found to have made an intentionally false accusation of discrimination will be subject to disciplinary action.

13. Corrective Action

Where discrimination is found, steps will be taken to ensure that the discrimination is stopped immediately. Appropriate corrective measures may range from counseling, verbal or written reprimands, suspensions, or other action, up to and including dismissal, in accordance with established OHSU policies and procedures and applicable laws and regulations.

Related Regulations: **OAR 580-22-050**
 ORS 182.109
 ORS 410.710

Related Policies and Procedures:
 Policy No. 03-05-032, Harassment
 Policy No. 03-05-035, Sexual Harassment
 Policy No. 03-05-050, Equal Opportunity Complaint Procedure
 Policy No. 02-01-002, Equal Access for Students with Disabilities
 Policy No. 08-01-005, Access for Members of the Public to Programs, Services & Activities
 Policy No. 08-01-006, Physical Access Committee

Related Forms:
 Public Event Disability Access Accommodation Request Form
 Public Event Disability Accommodation Request Procedure
 'Person First' Document

Revision History: **June 24, 1997; March 15, 1999; October 9, 2001; November 25, 2008; October 22, 2010; June 13, 2013; March 24, 2014**

Responsible Office: **Affirmative Action and Equal Opportunity Department**