


TO: All Employees

FROM: Mark S. Wrighton 

DATE: January 29, 2016

RE: Equal Employment Opportunity/Affirmative Action Policy

Equal Employment Opportunity

As the Chancellor of Washington University, I am committed to the principles of Affirmative Action and Equal Employment Opportunity. It is our policy to employ and advance in employment all qualified persons regardless of race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, protected veteran status, disability or genetic information. This policy shall apply to all employment actions, including but not limited to, recruitment, hiring, selection for training, upgrading, rates of pay or other forms of compensation, transfers, benefits, demotion, layoff, recall, termination, advertising, education, tuition assistance, social and recreational programs and promotion of persons at all levels of employment.

We will base decisions on employment so as to further the principle of equal employment opportunity, and we will ensure that promotion decisions are in accord with the principles of equal employment opportunity by imposing only valid requirements for promotion opportunities.

Affirmative Action

Washington University welcomes applications for employment from women, minorities, protected veterans and individuals with disabilities at all job levels, and encourages their hire and promotion.

As a government contractor, Washington University is required to establish affirmative action programs for the employment and advancement of women and minorities, protected veterans, and individuals with disabilities. These programs set forth the policies, practices and procedures that the University is committed to in order to ensure its policy of nondiscrimination and affirmative action is accomplished.

A disabled individual, for purposes of this program, is defined as any person who has a physical or mental impairment that substantially limits one or more of such person's major life activities, has a record of such impairment, or is regarded as having such impairment. Examples of such "life activities" include, but are not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. For purposes of this program, primary attention is given to those life activities that affect employability. Washington University will provide reasonable accommodations to all employees, applicants for employment, students, and patrons who have physical and mental disabilities. Reasonable accommodations will be made unless such accommodations have the end result of placing an undue hardship on the operations of the University. Employees needing accommodations should contact their supervisor, department head or Human Resources.

Protected veteran is defined as a veteran who may be classified as a disabled veteran, recently separated veteran, active duty wartime/campaign badge veteran or an Armed Forces service medal veteran.

Responsibility and Implementation

It is our firm belief that jobs must be open to all qualified persons, and we are committed to the success of an Affirmative Action Program as an important business goal. Legail Chandler, Vice Chancellor for Human Resources, is the official who has overall responsibility for the implementation of this policy and the University's affirmative action programs. The immediate responsibility for the University's equal employment opportunity programs, including an internal audit and reporting process to measure the effectiveness of the program, has been assigned to Apryle Cotton, Assistant Vice Chancellor for Human Resources. The Affirmative Action Program is available at the Office of Human Resources for review by any employee or applicant for employment upon request, during normal business hours. Interested persons should contact Apryle Cotton for assistance.

Employees and applicants of Washington University will not be subject to harassment on the basis of race, color, religion, age, sex, sexual orientation, gender identity or expression, national origin, genetic information, disability, or protected veteran status. Additionally, retaliation, including intimidation, threats, or coercion, because an employee or applicant has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any federal, state or local equal employment opportunity law is prohibited.

We request the support of all employees in accomplishing equal employment opportunity.

MSW:js