

## Equal Employment Opportunity Policy

### Statement

Duke University is committed to encouraging and sustaining work and learning environments that are free from harassment and prohibited discrimination. The University prohibits discrimination and harassment in the administration of both its employment and educational policies. Equal employment and educational opportunities are provided without regard to race, color, religion, age, sex, gender identity, gender expression, sexual orientation, national origin, genetic information, veteran status, or disability. Duke University also makes good faith efforts to recruit, hire and promote qualified women, minorities, individuals with disabilities and veterans.

In accordance with Title IX of the Education Amendments of 1972, Duke University prohibits discrimination on the basis of sex. Sexual harassment is a form of sex discrimination. Duke University has designated the Director of Title IX Compliance in the Office for Institutional Equity as its Title IX Coordinator. The Office for Institutional Equity is located in Smith Warehouse, 114 S. Buchanan Blvd., Durham, North Carolina 27708. The Office telephone number is 919-684-8222. Questions or concerns regarding Title IX, harassment or discrimination may be directed to the Office for Institutional Equity.

### Commitment to Equal Opportunity

Duke University is an institution and community committed to the principles of excellence, fairness, and respect for all people. As part of this commitment, we actively value diversity in our workplace and seek to take advantage of the rich backgrounds and abilities of everyone. Our equal opportunity policy affirmatively protects all Duke faculty, staff and applicants, ensuring that employment decisions are based on individual merit, as opposed to stereotypes and biases. Duke's Policy applies to recruitment, hiring, appointment, and promotion for all positions. It also governs personnel actions such as determining compensation, layoffs, terminations, and benefits.

Providing equal protection in employment is only one aspect of achieving diversity at Duke. Because a variety of social and historical barriers have limited access to employment and advancement of certain groups in the past, we make special efforts to identify, recruit, hire, and promote qualified people who are traditionally underrepresented in our workforce.

Duke University's equal opportunity policy is an important part of compliance with federal and state laws and regulations. More importantly, this policy guides us in our institutional commitment to diversity and fairness, and guarantees that every employee is welcome and free to contribute his or her talents to help Duke achieve excellence in all our endeavors.

### Dissemination

The equal opportunity policy is distributed to all members of the University community. Policy information is provided to new employees at orientation sessions and to union

officials representing University employees. The statement is published in the Duke University Human Resource Policy Manual, Faculty Handbook, Staff Handbook and is also available on the University websites. The policy is discussed in management training programs, and is described in various literature distributed by the University. Nondiscrimination clauses are included in all union agreements and all such contractual provisions are reviewed to ensure that they are nondiscriminatory. Purchase orders, leases, and contracts incorporate an equal opportunity clause as required. Information is also posted on bulletin boards throughout the University. The OFCCP "Equal Employment Opportunity is the Law" and other Federal and State labor law notices are prominently posted at multiple locations. All locations are reviewed by the Office for Institutional Equity at least once a year.

Publications and websites picture both minority and nonminority men and women and persons with disabilities. Recruiting advertisements state that the University is an Equal Opportunity/Affirmative Action Employer. An expanded statement to convey Duke University's commitment to diversity and inclusion is included in position announcements.

## Implementation

Every member of the Duke University community is encouraged to participate wholeheartedly in the effort to ensure not only that our workplace is free from unlawful and unconscionable discrimination and harassment, but also that we respect and celebrate diversity. Managers and supervisors have particular responsibility in making personnel decisions for achieving our institutional equal opportunity goals.

The Office for Institutional Equity implements and monitors the Policy throughout the University and the Duke University Health System. The Office for Institutional Equity is responsible for developing the Affirmative Action Plans. The process includes a systematic review of staff and faculty recruitment, hiring, and other personnel activities to examine patterns and trends. The Office provides guidance and assistance to administrators and faculty across all management entities in implementing the Plan and complying with the legal obligations.

Under the auspices of the President, the Office for Institutional Equity provides institutional leadership in enhancing respectful, diverse and inclusive work and learning environments for the Duke community. Programs and services provide a range of services that uphold values of equity and diversity, as well as support compliance efforts in the areas of equal opportunity, affirmative action and harassment prevention.

## Enforcement

As Chief Executive Officer of the University, the President has the legal responsibility for compliance with the Equal Opportunity laws. The Provost, the Chancellor for Health Affairs, the Vice Presidents, and other senior officers are all responsible to the President for implementing the Equal Opportunity Policy within their administrative areas. Deans, directors, chairpersons, and managers of the various schools, departments, and programs all work to administer and manage personnel activities within their areas to ensure full implementation of the Policy.

The Office for Institutional Equity has the responsibility for addressing all violations of the equal opportunity policy, and allegations of discrimination and harassment.