



## **HUMAN RESOURCES POLICIES AND PROCEDURES**

### **SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY**

**POLICY #: HR-4.01**

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#### **POLICY**

Dana-Farber Cancer Institute (Institute) recognizes not only a legal obligation, but also an ethical responsibility to provide fair and equitable consideration of staff members and applicants for employment without regard to race, color, religion, ancestry, age, national origin, place of birth, gender, gender identity or expression, sexual orientation, disability, genetic information, status as a member of the Armed Forces or veteran of the Armed Forces, or any other category protected by federal, state, or local law. Diversity is a source of strength for the Institute and the Equal Employment Opportunity and Affirmative Action (EEO/AA) Policy is a tool that is used to both achieve and sustain diversity.

The Institute maintains an Affirmative Action Program that is designed to comply with the requirements of the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) which enforces Executive Order 11246. The Institute's AAP aids the Institute in identifying, analyzing and remedying any deficiencies in the participation and utilization of women and minorities in the Institute's workforce.

The Institute's EEO/AA Policy is embodied in the following statements:

- In compliance with federal law, including the provisions of Title VII of the Civil Rights Act of 1964, Section 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, the Vietnam Era Veterans Readjustment Assistance Act of 1974 and other state and local laws, the Institute does not discriminate on race, sex, religion, color, national ethnic origin, age, disability, or military service in its administration of policies, programs, activities or employment. In addition, the Institute does not discriminate on the basis of sexual orientation or gender identity consistent with the Institute's Non-Discrimination Policy.
- Institute officials within Human Resources and the Office of General Counsel will base employment decisions on the principle of equal employment opportunity consistent with our

intent to achieve the goals outlined in the Institute's Affirmative Action Plan. All staffing decisions, including, but not limited to, recruitment, hiring, training, promotion, compensation, benefits, transfer, reductions in force, tuition assistance, and social and recreational programs are administered in accordance with the Institute's commitment to create a workplace that is fair, equitable and free from discrimination.

- Institute officials will ensure that all personnel actions such as compensation, benefits, transfers, layoffs, and tuition assistance will be administered without regard to race, color, religion, ancestry, age, national origin, place of birth, gender, gender identity or expression, sexual orientation, disability, genetic information, status as a member of the Armed Forces or veteran of the Armed Forces, or any other category protected by federal, state, or local law.
- Institute officials will take affirmative action to ensure that promotion decisions are in accord with principles of equal opportunity as outlined in the Institute's Affirmative Action Plan by imposing only valid requirements for promotional opportunities.
- The Institute will not discharge or in any other manner discriminate against staff members or applicants because they have inquired about, discussed or disclosed their own pay or the pay of another staff member or applicant. However, staff members who have access to the compensation information of other staff members or applicants as part of their essential job functions cannot disclose the pay of other staff members or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the Institute, or (c) consistent with the contractor's legal duty to furnish information.

## **RESPONSIBILITIES/EXPECTATIONS**

- A. The Senior Vice President of Human Resources is responsible for the overall direction of the Institute's EEO/AA policy and will provide support of that office to ensure that the Equal Employment Opportunity and Affirmative Action objectives throughout the Institute are met.
- B. Along with the Senior Vice President of Human Resources, all directors and supervisors of the Institute are responsible for implementing equal employment practices within each department. The Human Resources department is responsible for the Institute's overall compliance with applicable laws and regulations.
- C. All Institute staff members are expected to fully cooperate with ongoing EEO investigations. Information gathered from all affected staff members is crucial for completing a fair and balanced investigation of the complaint. All members of the Institute's community share responsibility for avoiding, discouraging, and reporting any form of harassment or discrimination.

## **GENERAL**

All employment actions will be handled in full compliance with the Institute's EEO/AA Policy. If a member of the Institute's community believes that this or any other policy has been violated, please contact Human Resources.

**Related Policies & Procedures**

- Non-Discrimination Policy
- Prevention of Workplace Violence or Abuse Policy
- Affirmative Action Plan