



# Charles R. Drew University of Medicine and Science

*"A Private University with a Public Mission"*

## Non-Discrimination and Harassment in Employment

### CDU Policy 501

**Issuing Officer:** VP Finance & CBO or EVPAA

**Responsible Office:** Office of Human Resources

**Effective Date:** January 1, 2019

**Revised Date/Review Date (If necessary):** July 27, 2018

**Supersedes (If necessary):** Non-Discrimination in Employment CDU Policy I.E. 00330

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## PURPOSE

This policy sets forth the University's prohibitions on work place discrimination, including harassment based on a protected characteristic and provides an equal opportunity for employment to all individuals.

## POLICY

Charles R. Drew University prohibits discrimination against any employee; applicant; or person seeking or serving in an unpaid internship or training program with the University on the basis of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran status. This policy applies to all employment practices including recruitment, selection, promotion, transfer merit pay adjustments, salary, training and professional development, demotion and separation.

The University prohibits harassment based on any protected characteristic enumerated above, of any employee, applicant, unpaid intern, person participating in a program leading to employment, volunteer, or person providing services pursuant to contract.

When the harassment is of a sexual nature, the University's policy on Sexual Harassment and Sexual Violence shall apply and can be found at:

Retaliation is prohibited against any person for bringing forth a complaint of discrimination or harassment, opposing or participating as a witness or otherwise cooperating with an investigation or resolution of such complaint.

## **BACKGROUND**

Federal and state law requires employers maintain and enforce policies that prohibit workplace discrimination and harassment against individuals based on enumerated characteristics.

## **APPLICABILITY**

As delineated, this policy shall apply to any University employee, applicant, unpaid intern, and volunteer, person participating in a program leading to employment or person providing services pursuant to contract.

## **ROLES AND RESPONSIBILITIES**

Supervisors shall report any complaints of discrimination and harassment to a designated office for handling.

Employees may report or file a complaint of discrimination and harassment to a designated office so the University can attempt a resolution where possible.

## **COMPLIANCE**

Individuals employed by the University who are found to be in violation of this policy are subject to disciplinary action. Non-employees in violation of this policy are subject to remedial measures including the separation of services, or termination of any contractual or other agreed upon engagement or relationship with the University.

## **APPROVING AUTHORITY**

University President and Board of Trustees.

## **DEFINITIONS**

**Gender** is the employee's or applicant's actual sex or the employer's perception of the employee's or applicant's sex, and includes the employer's perception of the employee's or applicant's identity, appearance, or behavior whether or not the identity, behavior or appearance is different from that traditionally associated with the employee's or applicant's sex at birth.

**Gender expression** refers to a person's gender-related appearance or behavior or the perception of such appearance or behavior, whether or not stereotypically associated with the person's sex assigned at birth.

**Gender identity** is a person's internal understanding of their gender, or the perception of a person's gender identity, which may include male, female, a combination of male and female, a gender different from the person's sex assigned at birth, or transgender.

**Sex** includes but is not limited to pregnancy, childbirth, medical conditions related to pregnancy, or breast feeding. It also means gender which includes, gender identity, and gender expression or perception by a third party of any of the aforementioned.

**Transgender** refers to a person whose gender identity differs from the person's sex assigned at birth, or transgender.

**Unpaid Interns and volunteers** is an individual who works without pay in an internship, or other program of limited duration providing unpaid work experience, or as a volunteer.

## **PROCEDURES**

Individuals covered under this policy who believe they have been subjected to discrimination or harassment shall follow the University's procedural guidelines for the complaint and investigation process.

## **RELATED POLICIES/RESOURCES**

CDU Policy 201.4 Affirmative Action

CDU Policy 505 (reserved) Sexual Harassment and Sexual Violence