

# Equal Employment Opportunity Policy

Policy number: 405  
Policy owner: Chief Human Resources Officer

Date of initial publication: November 2014  
Date of latest revision: November 30, 2023

## **SECTION I. PURPOSE**

This policy is intended to clarify the university's prohibition on unlawful discrimination and its commitment to equal employment opportunity and affirmative action.

## **SECTION II. EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**

It is the policy of the University of St. Thomas to provide equal employment opportunity to all employees and applicants for employment.

St. Thomas does not and will not unlawfully discriminate against any applicant or employee on the basis of race, religion, color, national origin, sex, age, sexual orientation/gender identity, status as a protected veteran and/or individual with a disability, marital status, family status, genetic information, or any other protected characteristic. The University prohibits harassment on the basis of a protected characteristic under its [Nondiscrimination and Anti-Harassment Policy](#).

Consistent with applicable laws, St. Thomas takes affirmative action to ensure that all employment practices are free of unlawful discrimination and to seek out qualified job candidates who are members of underrepresented groups. St. Thomas will make every effort to provide reasonable accommodations to any physical and mental limitations of individuals with disabilities and to disabled veterans.

All St. Thomas employees have a responsibility to uphold the principles of equal employment opportunity. Managers and supervisors have a special obligation to support this policy and promote an inclusive work environment.

St. Thomas regularly assesses whether it is meeting its goals of providing equal employment opportunities. St. Thomas has appointed the Vice President and Chief Human Resources Officer as the Affirmative Action Officer.

## **SECTION III. NO RETALIATION**

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any activity protected by state, federal or local anti-discrimination laws including: (1) filing a complaint; (2) participating in an investigation; (3) opposing an unlawful employment practice; or (4) engaging in any other form of protected activity.

## **SECTION IV. FILING A COMPLAINT**

If any employee or applicant for employment believes he/she has been discriminated against, they should contact Human Resources or one of the other resources below:

- **Human Resources**  
Room 201, Aquinas Hall



(651) 962-6510

- **EthicsPoint System**  
Telephone: 1-800-ETHICAL (1-800-384-4225) or online at [www.ethicspoint.com](http://www.ethicspoint.com)  
More information on EthicsPoint is available [here](#).
- **St. Thomas Bias or Hate Incident Online Reporting System**  
Online at [Bias or hate incident reporting form](#)