



PHOENICIA UNIVERSITY

Equal Employment Opportunities Policy

I. Overview

Phoenicia University (PU) aims at providing equal employment opportunities for all applicants and employees while complying with all applicable laws. This policy applies to all aspects of the employment relationship which includes and is not limited to employees' recruitment, selection, placement, supervision, working conditions, compensation, training, promotion, demotion, transfer, layoff, and termination.

In fact, all University personnel policies, procedures, and practices must be delivered in consistent with the intent of this policy.

II. Purpose/Objectives:

This policy expresses PU's commitment as a higher education institution that values equality, equity, fairness, and transparency to all employees:

- Encourage all staff and faculty members to work in a peaceful, highly-ethical, diverse, and inclusive environment;
- Ensure that all applicants for employment are recruited, hired, and assigned based on merit with lack of discrimination due to race, religion, color, gender, age, national origin or disability
- Ensure that the employment policies and practices have been and will continue to be such in order to guarantee that all employees are treated equally and that no differences are made in compensation or opportunities for advancement including improvement, promotion and transfer because of color, religious belief, race, gender, age, national origin, or disability

III. Scope/Application:

This policy applies to all faculty members, staff and others who participate in PU's programs and activities including PU's affiliates providing services to PU such as mentors, volunteers and other third parties such as contractors and vendors. Its application also includes all programs and activities both conducted on and off-campus.

IV. Policy Statement:

PU implements an equal opportunity policy for all qualified applicants to receive an equal consideration for employment without referring to race, color, religion, sex, national origin, disability status, protected veteran status, pregnancy and pregnancy-related conditions or any other characteristic protected by law.

It is further documented that the effective application of a policy of equal employment involves more than just a policy statement.

Thus, affirmative action to communicate the fact that equal employment opportunities are available on the basis of individual merit and encourage everyone who seek PU to strive for advancement on this basis.

V. Affirmative Action

PU is committed to principles of diversity and affirmative action in which it will continue to comply with all affirmative action requirements in accordance with law.

Employees and applicants shall not be subjected to harassment, retaliation, or intimidation because they have:

- Filed a complaint;
- Assisted in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state, or local law requiring equal employment opportunity;
- Opposed any act or practice made unlawful by any federal, state, or local law requiring equal opportunity;
- Exercised any other legal right protected by federal, state, or local law requiring equal opportunity.

VI. Accountability

The Human Resources Department is responsible for ensuring that this policy is fully implemented and that everyone complies. Any accusations that anyone subject to this policy has engaged in prohibited conduct will be investigated immediately.

VII. Reporting & Investigation

If an investigation determines that any employer has engaged in discriminatory practices or unethical behavior towards any employee, he/she will be disciplined accordingly. It is expected that any manager or department director that is aware of any PU employee engaging in prohibited conduct, and fails to take immediate and appropriate corrective action will also be disciplined according to the Staff Grievance Policy. Thus, any victim of discrimination should first attempt to resolve the matter informally by contacting his direct supervisor or a member of the Human Resources Department. If the informal procedure does not yield satisfactory results, or in urgent cases, the staff member may submit a formal grievance to the Human Resources Department as per the Staff Grievance Policy.

VIII. Retaliation

Any type of retaliatory behavior, or threats of retaliation made against a victim of discrimination who has reported it, or against someone who was aware of the discrimination and reported, will result in disciplinary action.

Thank You

