

Equal Employment Opportunity/Affirmative Action (EEO/AA) Policy

Purpose:

The purpose of the EEO/AA Policy is to clearly delineate and express the commitment of Hawai'i Community College to the principles of equal employment opportunity and affirmative action.

References:

1. Board of Regents Policy Section 1-5 – Non-Discrimination & Affirmative Action
2. Executive Policy E1.202 – University Statement of Nondiscrimination and Affirmative Action (July 1991)
3. Executive Policy E1.203 – Policy on Sexual Harassment and Related Conduct (November 2005)
4. Administrative Procedures A9.890 – EEO/AA Program (February 1983)
5. Administrative Procedures A9.895 – EEO/AA Glossary (February 1983)
6. Administrative Procedures A9.900 – ADA Complaint Procedure for Members of the Public Who Have Complaints Regarding Disability Access to University Services, Program, and Activities (June 2004)
7. Administrative Procedures A9.910 – Reporting Procedure for Employment Discrimination Complaints (January 1983)
8. Administrative Procedure A9.920 – Discrimination Complaint Procedures for Employees, Students, and Applicants for Employment or Admission (December 1990)
9. E11.101 – Administrative Policy and Procedures Relating to Acquired Immunodeficiency Syndrome (AIDS) (July 1987)

Policy:

Hawai'i Community College reaffirms its commitment to a policy of nondiscrimination and equal opportunity in all personnel actions and pledges to continue to make good faith efforts to comply therewith. The aims of this policy are to:

1. Maintain recruitment, hiring, and training programs that stress individual qualifications and prohibit discrimination on the basis of race, color, national origin, sex (including sexual harassment), religion, ancestry, age, marital status, disability, arrest/court record, sexual orientation, breast feeding and National Guard participation.

¹ Supersedes Haw 9.900, September 1, 1991
Revised Policy issued by Rockne Freitas, Chancellor

2. Make employment decisions on the principles of equal employment opportunity;
3. Make promotion and transfer decisions in accordance with the principles of equal employment opportunity;
4. Administer all terms, conditions, and privileges of employment without regard to race, color, national origin, sex (including sexual harassment), religion, ancestry, age, marital status, disability, arrest/court record, sexual orientation, breast feeding and National Guard participation;
5. Measure Hawai'i Community College's performance against specific goals through a continued procedure of monitoring and evaluation;
6. Continue to expand existing programs, where necessary, to assure the strengthening and success of Hawai'i Community College's policy of non-discrimination and equal opportunity; and
7. Ensure that all employees hired, promoted, or transferred must be qualified for the positions they hold. Every effort shall be made to hire the best qualified candidate. Should two or more candidates are equally qualified, consideration shall be given to selecting a member of the underutilized group in accordance with Hawai'i Community College's Affirmative Action Plan.

It is the policy of Hawai'i Community College to prohibit discrimination, to encourage proper utilization of qualified members of all ethnic groups, both males and females, in all areas of employment.

The Chancellor, Vice Chancellors, Deans and Directors of Hawai'i Community College, the College EEO/AA Coordinator, officers and supervisors, share in the implementation of this policy. This policy will be evaluated on a regular basis to determine whether or not the goals and objectives have been met.

Employees and applicants will continue to be protected from coercion, intimidation, interference, or discrimination that may result when filing a complaint or assisting with any investigation related to EEO matters.