

CORNELL COOPERATIVE EXTENSION HUMAN RESOURCE POLICY MANUAL

Section: Compliance Policies
Subject: Equal Opportunity Statement
Policy: Compliance
Code: 401
Issued: 8/9/02, Revised 7/8/09
Association Adoption:
Association Effective Date:

Policy Statement - Cornell Cooperative Extension is an Equal Opportunity Employer. Cornell Cooperative Extension actively supports equality of educational and employment opportunity. No person shall be denied admission to any educational program or activity or be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, religion, political beliefs, national or ethnic origin, gender, sexual orientation, age, marital or family status, veteran status, or disability. Cornell Cooperative Extension is committed to the maintenance of affirmative action programs that will assure the continuation of such equality of opportunity. This policy applies to all terms and conditions of employment including, but not limited to, recruiting, hiring, placement, promotion, termination, layoff, transfer, leave of absence, compensation, benefits, training, and social and recreational programs.

Implementation - To implement the spirit of these laws, Cornell Cooperative Extension recruits widely, advertising positions in a number of ways throughout the state and basing decisions to hire upon the experience and knowledge of the individual. Discrimination on any basis (age, disability, gender, etc.) will not be tolerated. The Association has an Equal Employment Opportunity Program and a continuing Action Plan for Progress in compliance with federal laws and regulations as well as the laws of New York State.

Employee Responsibilities - The Association expects employees to act professionally at all times and to treat others with fairness, dignity, and respect. Offensive, discriminating, or harassing behavior of any kind by an employee, volunteer, vendor, supplier, visitor, customer, or any other non-employee is not tolerated.

Reporting Policy Violations - An employee who believes that the actions or words of a supervisor, coworker, vendor, supplier, visitor, customer, or any other non-employee has violated this policy should report the behavior to their supervisor, the Executive Director, or any member of management immediately.

Investigation of Complaint - All complaints are investigated promptly, discreetly, and thoroughly and in as impartial a manner as possible. An investigation generally entails talking with the parties involved as well as any witnesses. Any employee is required to cooperate in an

investigation. Any employee or supervisor who violates this policy will be subject to disciplinary action, up to and including termination.

Retaliation – Cornell Cooperative Extension and its Association offices will not take any adverse employment action against an employee who files a complaint in good faith or who participates in an investigation. In addition, Cornell Cooperative Extension prohibits an employee from retaliating against a coworker for filing a complaint or participating in an investigation.

Remedial Action - Any vendor, supplier, visitor, customer, or other non-employee who violates this policy will be subject to remedial action, as determined by management.