2.2.1 GENERAL PERSONNEL POLICIES

Last updated on: 04/01/2016

Formerly Known As Policy Number: 23

The policies in this Guide Memo are fundamental to Stanford University's employment policies.

Authority:
Approved by the President of the University.

Applicability:
This policy applies to all faculty, staff and third parties who participate in Stanford programs and activities.


a. Equal Employment Opportunity
It is the policy of Stanford University to provide equal employment opportunities for all applicants and employees in compliance with all applicable laws. This policy applies in all aspects of the employment relationship including (but not limited to) recruiting, selection, placement, supervision, working conditions, compensation, training, promotion, demotion, transfer, layoff, and termination. All University personnel policies, procedures, and practices must be administered consistent with the intent of this basic policy.

b. Non-discrimination
(1) Stanford University does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, age, sex, sexual orientation, gender, gender identity, gender expression, military status, veteran status, or any other characteristic protected by law, in connection with any aspect of employment at Stanford.
(2) Harassment on the basis of any legally protected characteristic is a form of discrimination and is likewise prohibited by this University policy. Prohibited harassment occurs if a hostile environment has been created that is sufficiently severe, pervasive, or persistent so as to unreasonably interfere with a person's work performance or participation in University activities.

Prohibited harassment may take the form of (but is not limited to) offensive slurs, jokes, and other offensive oral, written, computer-generated, visual or physical conduct which is aimed at an individual or group because of their protected status.
c. Affirmative Action
As a matter of institutional policy and consistent with its obligation as a federal government contractor, Stanford University is committed to principles of diversity and affirmative action, and will comply with all affirmative action requirements in accordance with law.

d. Non-retaliation
Stanford University policy prohibits retaliation against individuals who raise concerns of perceived discrimination or harassment or who participate in the investigation of any claim of discrimination or harassment. Retaliation is an adverse action taken against an individual because that individual has made a good faith complaint of discrimination or harassment or has participated in the investigation of a claim of discrimination or harassment. An adverse action is any action that materially affects that individual's terms and conditions of employment.

e. Resources
(1) Employees or applicants who believe they have been discriminated against, harassed, or retaliated against in violation of this policy may direct their complaint to any of the following:
- the Office of Diversity and Access (at equalopportunity@stanford.edu [1] or 650-725-0326),
- the local Human Resources office,
- their supervisor,
- the Stanford Employee and Labor Relations Office (at stanfordelr@stanford.edu or 650-721-4272),
- to the Senior Associate Provost for Faculty Affairs (at 650-725-2545),
- the School of Medicine Office of Employee Relations (at http://med.stanford.edu/hrg.html [2]), or
- the SLAC Manager of Employee Relations and Training (at 650-926-2358).

(2) Concerns regarding sexual harassment or consensual sexual or romantic relationships in the workplace/educational setting may be made to the Sexual Harassment Policy Office (650-724-2120 or harass@stanford.edu [3]) or to any Sexual Harassment Adviser listed at https://harass.stanford.edu. [4]

(3) Concerns regarding gender or sex discrimination (including sexual harassment, sexual misconduct, sexual assault, relationship (dating and domestic) violence and stalking) involving students should be made to the Title IX Office (at titleix@stanford.edu [5] or 650-497-4955).

(4) Concerns regarding conduct believed to be unethical or unlawful may be made to the University Compliance and Ethics Office (at compliance@stanford.edu [6] or 650-721-2667). Anonymous concerns can be submitted to the Compliance and Ethics Helpline (at helpline.stanford.edu [7]).

(5) Confidential resources: The University Ombuds (at 650-723-3682) and the School of Medicine Ombuds (at 650-498-5744) are also available as confidential resources to discuss concerns. Submitting complaints anonymously or to a confidential Ombuds Office will not constitute “notice” to the University.

f. Internal Reporting
Reports of discrimination, harassment, or retaliation should be made orally or in writing and as soon as possible: the earlier the report, the easier it is to investigate and take appropriate remedial action. Supervisors are expected to report any complaints of discrimination, harassment, or retaliation of which they are aware. Remedial actions can include direct communication with the other person, third party intervention by a human resource professional or other staff member, or an investigation. Making a false report or providing false information may be grounds for discipline in the absence of a good faith belief that the report/information is true.

The University is committed to promptly and fairly investigating and remediating claims of discrimination, harassment and retaliation. Investigations are conducted as necessary by impartial and trained personnel and will reach conclusions based on the evidence collected. If misconduct is found, appropriate corrective action
will be taken. All individuals covered by this policy are expected to fully and truthfully participate and cooperate in the investigation of any claim of discrimination, harassment, or retaliation. Failure to participate and/or cooperate in an investigation when requested may be grounds for discipline.

Depending upon an individual's category of employment (e.g., faculty, academic staff, regular staff, postdoctoral scholar, etc.) and the nature of the complaint, applicable grievance or other procedures also may be used to report complaints.

g. Confidentiality
The University recognizes the importance of confidentiality. Personnel handling these matters will respect the confidentiality of the individuals reporting harassment, discrimination, and retaliation to the extent reasonably possible.

h. External Reporting
Discrimination, harassment, and retaliation are prohibited by state and federal law. In addition to the internal resources described above, individuals may pursue complaints directly with the government agencies that deal with unlawful harassment, discrimination, and retaliation claims, e.g., the U.S. Equal Employment Opportunity Commission (EEOC), the State of California Department of Fair Employment and Housing (DFEH), and/or the U.S. Department of Education's Office for Civil Rights (OCR). These agencies are listed in the Government section of the telephone book. A violation of this policy may exist even where the conduct in question does not violate the law.