



Office of Equal Opportunity and Affirmative Action

Nondiscrimination Policy

Revised: June 26, 2009

Applicability: This policy applies to faculty, staff, students and prospective employees.

Purpose: To establish uniform guidelines in order to promote a work and educational environment at Tufts University that is free of discrimination and harassment and to affirm Tufts' commitment to equal opportunity and affirmative action.

Policy Statement

Tufts University is committed to employment practices and a learning environment that are free of discrimination and harassment. We seek to promote a diverse and inclusive university community. At Tufts University, equal opportunity and affirmative action is not only a legal commitment; it is a moral commitment as well. This policy shall apply, but not be limited, to the following employment activities: recruitment and employment, promotion, demotion, transfer, compensation, selection for training, job reduction, and termination. Tufts is further committed to take affirmative action to ensure equal employment opportunities are afforded to all.

Tufts prohibits discrimination against and harassment of any employee or any applicant for employment because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status (special disabled veterans, disabled veterans and Vietnam-era veterans), or any other characteristic protected under applicable federal or state law. Tufts also prohibits retaliation based on protected activity, such as the filing of a complaint of discrimination or participation in the investigation of such a claim.

Persons with knowledge about discrimination or harassment at Tufts are encouraged to report their information to a manager or supervisor, a dean, any senior member of the University administration, or directly to the Office of Equal Opportunity (OEO).

All personnel who are responsible for hiring and promoting employees and for the development and implementation of university programs or activities are charged to support this effort and to respond promptly and appropriately to any concerns that are brought to their attention. The University expects everyone

to join in this commitment and provide for the prompt and impartial consideration of all complaints of discrimination issued by its faculty, staff, and students.

Tufts University's OEO is responsible for planning and implementing the University's affirmative action program, monitoring of affirmative action-related decisions and activities, and enforcing the University's nondiscrimination policy. Tufts University seeks to maintain an internal system of audit and reporting that shall facilitate the identification and removal of inequities and deficiencies in its employment and those policies and practices that could preclude the fair and equal treatment of minorities, women,

individuals with disabilities, and all covered veterans (special disabled veterans, disabled veterans and Vietnam-era veterans).

Frequently Asked Questions

1. What is the goal of equal opportunity?

The goal of equal opportunity is to ensure equal access in all phases of the employment and the educational process. Employment decisions are based solely on merit and qualification related to the specific job without regard to extrinsic characteristics that are unrelated to the ability to do the job or participate in the educational program and which are protected under University policy and applicable federal or state law.

2. What is unlawful discrimination?

Unlawful discrimination is the unfair or unequal treatment of an individual (or group) based on certain characteristics that are specifically protected by law or University policy against discrimination. Specifically, at Tufts, discrimination is prohibited based on: race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status (special disabled veterans, disabled veterans and Vietnam-era veterans), or any other characteristic protected under applicable federal or state law. In addition, Tufts prohibits retaliation against a person for complaining about discrimination or for participating in the investigation of such a complaint.

3. What is affirmative action?

Programs that promote equal opportunity and the commitment to apply a good faith effort to eliminate the present effects of past discrimination or to prevent discrimination against minorities, women, individuals with disabilities, and all covered veterans (special disabled veterans, disabled veterans and Vietnam-era veterans). It is not a numerical quota system or program of preferential treatment.

4. Where do I go if I have questions about this policy?

Tufts University Office of Equal Employment and Affirmative Action is responsible for enforcing the University's nondiscrimination policy. Please contact OEO if you have questions about this policy.

OEO is located in Ballou Hall on the Medford Campus, first floor. You can call OEO at 617.627.3298 or visit www.tufts.edu/o eo.

Note: For student-on-student discrimination or harassment allegations, the appropriate dean of students or dean of college/school should be contacted.

Rights and Responsibilities

As a member of the Tufts community you have the right to work, learn, and live in an environment free from discrimination and harassment. You have the right to equal opportunity and equal access to all university programs and activities.

Duty to Report

Managers, supervisors, faculty, and other agents of the University have a duty to report any known or alleged incidents of discrimination or harassment to the Office of Equal Opportunity.

Duty to Cooperate

Faculty, staff, and students must cooperate with University investigations concerning allegations of discrimination or harassment. Refusal to cooperate with an investigation may result in disciplinary action.

Freedom from Retaliation

Any member of the University community has the right to raise concerns or make a complaint regarding discrimination or harassment under this policy without fear of reprisal. It is a violation of University policy to retaliate against an individual for filing a complaint of discrimination or harassment or for cooperating in an investigation of alleged discrimination or harassment. Any person at Tufts found in violation of this policy is subject to disciplinary action up to and including termination of employment or expulsion from school.

Confidentiality

The University recognizes the importance of confidentiality and understands that some individuals filing complaints of discrimination or who are otherwise involved in an investigation may want their identity to remain confidential. In all cases, issues of confidentiality must be balanced against the University's need to investigate and take appropriate action.

The University will respect the privacy and confidentiality of individuals involved in an investigation to the fullest extent possible.

OEO Grievance Procedures

The OEO Grievance Procedures can be found on p. 22 of this brochure or by visiting www.tufts.edu/oeo. You may also request a copy of the procedures by contacting OEO at 617-627-3798.

Other Resources

Complaints or inquiries concerning allegations of discrimination or harassment may be filed directly with the following organizations. Please be aware, as indicated below, that each organization covers specific protected classes and has different filing deadlines.

For University Employees

Equal Employment Opportunity Commission (EEOC)

JFK Building-Room 475
15 New Sudbury Street
Boston, MA 02203
617.565.3200

Prohibits employment discrimination based on race, color, religion, sex, age, disability, or national origin.

Statute of limitations: 300 days

Massachusetts Commission Against Discrimination (MCAD)

One Ashburton Place
Boston, MA 02108
617.727.3990

Prohibits employment discrimination based on race, color, religion, national origin, ancestry, sex, age, criminal record (applications only), disability, retaliation, sexual harassment, sexual orientation, genetics, and military personnel.

Statute of limitations: 300 days

For the Student Community

U.S. Department of Education

Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110
617.289.0111

Prohibits discrimination based on race, color, national origin, sex, disability, and age.

Statute of limitations: 180 days