

# Marywood University

## Policies and Procedures

### Equal Employment Opportunity Policy

#### Policy Statement:

Marywood University is committed to the policies, principles and practices of equal opportunity, affirmative action and nondiscrimination in all its activities, including, but not limited to, employment. As a private, Catholic institution, Marywood expects and encourages members of the University community to be knowledgeable and contributing advocates of its Mission and Core Values. Marywood actively seeks to recruit and retain a talented and diverse workforce. Therefore, the University strives to maintain a welcoming environment for all people, in particular, those who may represent groups vulnerable to discrimination on the basis of their race, ethnic or national origin, religion, color, age, gender identification, marital or parental status, sexual orientation, veteran or disability status. The University seeks qualified candidates who share its commitment to equity and inclusion.

#### Definitions:

N/A

#### Procedures:

Inquiries should be directed to the Director of Human Resources, Marywood University, 2300 Adams Avenue, Scranton, PA 18509-1598. Phone 570-348-6220.

#### History:

03/19/21 – The President of the University approved the establishment of this policy as recommended by the Policy Committee of the University.

#### Related Policies:

Nondiscrimination and Complaint Procedures Policy

#### Related Policies:

#### Committee responsible for oversight of this policy proposal:

- ☒ Policy Committee of the University
- ☐ Employee Benefits Committee
- ☐ Academic Council

**Manual and/or Handbook/Section:**

This policy has been entered into the following section(s) of the Policies and Procedures Manual and other applicable handbooks as noted.

**Policies and Procedures Manual**

- ☐ Board of Trustees
- X University-Wide
- ☐ Presidential Area
- ☐ Academic Affairs
- ☐ Business Affairs
- ☐ Student Life
- ☐ University Advancement
- ☐ Administrative Services
- ☐ Not a University Policy

**Faculty Handbook**

- ☐ 1 –Organization and Governance
- X 2 – Faculty Policies
- ☐ 3 – Academic Policies and Procedures
- ☐ 4 – Administrative and Financial Policies and Procedures
- ☐ 5 – Student Life Information
- ☐ 6 – University Advancement Information
- ☐ Does not appear in the Faculty Handbook

**Personnel Handbook**

- ☐ 1 – Organization and Governance
- ☐ 2 – Recruitment and Hiring
- X 3 – Employment Policies and Practices
- ☐ 4 – Compensation and Salary Administration
- ☐ 5 - Employee Benefits and Programs
- ☐ 6 – Employee Training
- ☐ 7 – Employee Health and Safety
- ☐ 8 – Other Pertinent Information
- ☐ Does not appear in the Personnel Handbook

**Student Handbook**

☐ Yes  
☒ No

**Board of Trustees Handbook**

☒ Yes  
☐ No

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POLICIES AND PROCEDURES**

**Mary Theresa Gardier Paterson, Esquire  
Secretary of the University and General Counsel**