EQUAl EMPLOYMENT OPPORTUNITY (EEO) POLICY

*7.2 Equal Employment Opportunity / Affirmative Action Program

St. Catherine University is committed to providing equal employment opportunities to all applicants and employees, according to all applicable equal opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies and agencies. In keeping with this commitment, it is the policy of St. Catherine University to base all employment decisions only on valid job requirements without regard to race, color, creed, religion, sex, national origin, genetic information, marital status, public assistance, local human rights commission activity, disability, age, sexual orientation or status as a qualified protected veteran.

This policy shall apply at all levels of employment to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, selection for training and rates of pay or other forms of compensation.

The successful attainment of equal opportunity requires the cooperation of all employees. All managers and supervisors are responsible for enforcing this policy and supporting the accomplishment of St. Catherine University's equal employment opportunity and affirmative action (EEO/AA) objectives. All other employees are expected to perform their job responsibilities in a manner that supports equal opportunity for all.

The director of human resources has been designated as St. Catherine University's equal employment opportunity coordinator. Her responsibilities include implementing an auditing and reporting system that will monitor St. Catherine University's equal employment opportunity efforts, measure the effectiveness and compliance of such efforts and track the attainment of St. Catherine University's EEO/AA objectives. The director of human resources will report to the president and executive management on the effectiveness of St. Catherine University's affirmative action program and any needs for remedial action. Qualified individuals with disabilities and protected veterans who wish to benefit from St. Catherine University's affirmative action program are invited to identify themselves at this time or at any time in the future by contacting the director of human resources. Such self-identification information is voluntarily provided to St. Catherine University and will be kept confidential, as required.

St. Catherine University's affirmative action program may be inspected during normal business hours by contacting the director of human resources.

No adverse action will be taken against any applicant or employee for self-identifying their protected status or making a request to see St. Catherine University's affirmative action program. Nor will individuals be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation or hearing or exercising their legal rights related to any federal, state or local EEO/AA-related law.

*7.2.a Complaint Process
If you feel that any treatment you have received has violated this policy, contact your department supervisor, your department chairperson, any member of the president's cabinet or to the director of human resources. No adverse action will be taken against any employee reporting a possible discriminatory action or participating in an investigation. Reports of retaliation or intimidation should be made using the same reporting procedure.

[Signature]
Andrea J. Lee, PhM
President
Date 3.3.14

Contact Information
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