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EQUAL EMPLOYMENT OPPORTUNITY POLICY **(Attached to the PRIME-HRM)**

POLICY STATEMENT

BENGUET STATE UNIVERSITY acknowledges that equality of treatment and employment opportunity is crucial to the advancement of a diverse and tolerant university culture. Further, it recognizes that it can gain from the elimination of discrimination at work as fairness and justice in the workplace boost the self-esteem and morale of employees and ultimately their productivity.

BSU, then, should be at the vanguard of policy and practice that: removes all forms of discrimination, harassment or intimidation, provide equal employment opportunity, and values diversity among its workforce. Thus, all phases of the University's human resource management shall be conducted without regard to race, sex, color, origin, religion, sexual orientation, gender identity, age, political affiliation, disability or such other non-job related matters.

To such an end, BSU commits itself to the active implementation of equality in treatment and employment opportunity and the promotion of a culture that supports it by overseeing its integration into organizational practices and all aspects of the four HRM systems of: 1) Recruitment Selection and Placement, 2) Learning and Development, 3) Performance Management, and 4) Rewards and Recognition. This should pave the way for the imbedding of the Equal Employment Opportunity Principle (EEO) and its practice at BSU.

SCOPE

The policy is University wide and applies to all employee positions whether academic or non-academic, and in all employment categories.

LEGAL BASIS

The policy is in keeping with the following existing laws, rules and regulations:

1. **Republic Act (RA) No. 7192:** Women in Development and Nation Building Act, RA No. 9710: Magna Carta of Women, and IRR.
2. **Republic Act No. 7277, as amended:** An Act Providing for the Rehabilitation, Self-Development and Self-Reliance of Disabled Person and their Integration into the Mainstream of Society and for Other Purposes.
3. **RA 10524** (An Act Expanding the Positions Reserved for Persons with Disability) to adopt the measures required for the elimination of such discrimination in all its forms and manifestations.

4. **Republic Act No. 837:** An Act To Recognize, Protect And Promote The Rights Of Indigenous Cultural Communities/Indigenous Peoples, Creating A National Commission On Indigenous Peoples, Establishing Implementing Mechanisms, Appropriating Funds Therefor, And For Other Purposes.
5. **Republic Act No. 8972:** An Act Providing For Benefits and Privileges to Solo Parents and Their Children, Appropriating Funds Therefor and For Other Purposes.
6. **University Merit Selection Plan.**
7. **BSU Code of 2009.**
8. **University Program on Award and Incentives for Service Excellence (PRAISE).**
9. **University Human Resource Development Program.**

POLICY IMPLEMENTATIONS

A. Recruitment, Selection and Placement. *The goal is to employ a diverse workforce of the best-qualified persons using uniform non-discriminatory guidelines. The aim is "Equal Access":* that equal employment opportunity and fair treatment in the employment process shall be maintained at all times. All applicants for job opportunities, irrespective of personal characteristics, shall be treated equally and fairly in all stages of the hiring and selection process. They shall be treated similarly, unhampered by artificial barriers or prejudices, except when particular distinctions form part of the qualifications of the job itself. A statement on this shall form part of the Notice of Vacancy/Advertisement.

1. *Recruitment* for both professional and non-professional employees shall attempt to create a group of qualified candidates for the vacancies by making good faith efforts to locate or attract a diverse pool of applicants with the necessary qualifications and potential without regard to personal characteristics as race, color, sex, religion, political opinion, national extraction or social origin, among others (Selection Line Up, QF-HRMO-13).

The UNIVERSITY shall ensure that job openings are communicated to all eligible and interested applicants and employees by posting the notice of vacancy in at least three (3) conspicuous places at BSU, including its website, for at least ten (10) calendar days. Other appropriate modes of publication shall be resorted to as authorized by the University President

2. *Selection* shall be transparent and based on merit and fitness. The process of selection from the qualified and diverse pool of applicants (Selection Line Up) shall ensure a fair and just treatment without regard to personal characteristics that are irrelevant to the position being filled. The task shall be to find the right person for the position being filled using an objective selection criteria made on job-related factors based on civil service rules and regulations and approved by the University. The candidates for appointment (Assessment Form, QF-HRMO 14-16) shall have been assessed on the basis of the approved objective selection criteria. The hiring quota or pre-determined ratio for both men and women in an office shall be considered.

The University shall ensure that applicants with disabilities would be able to effectively communicate themselves during interviews and examinations and be afforded ease of access to the interview or aptitude test (examination) rooms. It shall forge memorandum of agreements with agencies that offer specialized service for assistance in handling persons with disabilities during the Recruitment and Selection processes;

In the placement of persons with disabilities, the UNIVERSITY shall accord due regard to the individuals' qualities, vocational goals and inclinations to ensure a good working atmosphere and efficient production.

Any applicant who feels that he/she has been discriminated due to his/her race, religion, creed, color, gender, origin, age, political affiliation, disability or any such characteristic shall have the right to seek a remedy through the grievance or discrimination complaint procedure.

B. Learning and Development. *The goal is professional advancement and/or skill enhancement opportunities for all employees without discrimination or distinction. The aim is "Equal*

Achievement Opportunity": that members of the University community be enabled to pursue and develop their careers without their opportunities being affected by matters that are irrelevant to the requirements of those careers and are deemed discriminatory such as sex, color, origin, religion, sexual orientation, gender identity, age, political affiliation, disability, and the like. This shall be implemented as follows:

- Ensure the potential of employees by providing training and/or mentoring (Learning & Development Plan) that provides personnel of all backgrounds the opportunity, skill, experience, and information necessary to perform well and ascend to upper-level jobs, without discrimination.
- Encourage and invest in staff development ensuring that all employees have equal access to and are treated fairly and equally in all learning and development, recreational, and promotional activity offered by the University.
- Invitations for Scholarships, trainings and other professional opportunities from external providers or sponsors are disseminated through office orders and advisories.
- Identify professional development and advancement programs for personnel with special needs and provide reasonable accommodations such as assistive devices, job restructuring, and site modification for disabled staff members.
- HRD Plan focuses on valuing the personnel regardless of distinctions assuring that every employee is welcomed and accepted in a respectful work environment that acknowledges their contributions and builds capacity.
- Make sure all staff are informed of the University's non-discrimination policy and the procedures for resolving discrimination complaints.

C. Performance Management. *The goal is to retain a productive workforce by reviewing performance and productivity based on non-discriminatory grounds. The aim is "Equal Performance Evaluation":* that the performance of all university personnel shall be based on objective non-discriminatory factors communicated to them. This shall be implemented as follows:

- Individual contributions shall be linked to the organizational direction by reviewing their Position Description Form (PDF) to eliminate unintended bias or discrimination that violates the principle of equal employment opportunity.
- Ensuring standards and expectations of performance are fully job-related, eliminating irrelevant matters, and that these are communicated to the employees;
- Ensuring that all employees have regular performance reviews, in which they receive constructive feedback and have an opportunity to discuss their development needs with their immediate supervisors or the management without fear of harassment, coercion, reprisals, or discrimination;


In making employee appointments as well as internal appointments to committees, the University shall seek to achieve broad representation among candidates and in selection panels. All publications relating to employee issues will be expressed in non-sexist and nonracist terms.

D. Rewards and Recognition. *The goal is a system of rewards and recognitions that is performance based.* The aim is **"Equal Rewards and Recognition Opportunity"**: that the University commits itself to providing a working environment that promotes, recognizes and rewards those demonstrating exceptional work performance, innovations or distinctions determined via standards irrespective of personal character traits. The University's **Program on Rewards and Incentives for Service Excellence (PRAISE)** shall be reviewed to determine its conformity to the tenets of equal treatment and non-discrimination.

COMPLAINTS

Complaints involving the implementation of the Equal Opportunity Principle or conduct of any personnel deemed discriminatory shall be treated through the Grievance Machinery, the Committee on Decorum and Investigation (CODI) or the Revised Rules on Administrative Cases in the Civil Service, as the case maybe.

Recommending Approval:


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Approved:


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