



EQUAL OPPORTUNITY POLICY

1. OBJECTIVE/PURPOSE

To promote and support an environment which affirms equal opportunity, diversity in accordance with universal principles of equity, fairness and social justice while ensuring that the Tarlac State University complies with its legal responsibilities in accordance with applicable legislation.

The basic purpose of the equal opportunity policy is to ensure:

- Just and fair access by the workforce of all development opportunities.
- Recognition of the right of persons with disability to work on an equal basis with others and to participate fully into the mainstream of society,
- Reinforcement of policies that promote fairness in the organization, industry as well as in the society.

Thus, equal opportunity should provide equal access by the stakeholders to all available jobs, training, promotional chances, rewards and incentives, benefits and services. Applicants and employees should not be exposed to any discriminatory act.

2. SCOPE

This policy shall apply to all teaching and non-teaching employees of the Tarlac State University. Likewise, and if applicable, this policy shall also apply to all qualified men and women who aspire to enter in this institution.

3. POLICY STATEMENT

The Tarlac State University is committed in promoting the principles of equal opportunity and strives to support employees to achieve their full potential in an environment which is fair, inclusive and diverse.

It is the policy of the University that all its personnel should progress within the organization based on their merits, regardless to race, sex, marital status, disability, sexual preference, age, religion & other factors not relevant to the position.

The University recognizes that accepting and utilizing the diverse skills and talents of its employees is vital to its continued success. It is committed in promoting equality of opportunity for all staff and ensuring a working environment that is free from discrimination and unfair treatment.

TSU is likewise committed in the prevention of discrimination, bullying, harassment, oppression and vilification in the workplace and shall take all reasonable steps as well as actions to guarantee that employees are treated fairly, with dignity and respect while working.



4. PRINCIPLES

TSU aims to provide a work environment that fosters fairness, equity and respect for social and cultural diversity.

In support of this commitment, the University shall endeavor to:

- promote a culture which values and responds to the rich diversity of its organization
- warrant that employees are aware of their rights and their responsibilities as workers of this University
- use non-discriminatory, inclusive language and practices,
- safeguard that all employees have fair access to benefits and services in an equitable manner, including assistance that reasonably accommodate a person's disability;
- provide effective mechanisms to resolve complaints of unlawful discrimination, bullying, harassment, vilification and victimization.

4.1 Diversity and Equal Opportunity

Diversity involves recognizing the value of individual differences in the workplace and educational setting. Diversity includes age, cultural background, disability, ethnicity, family responsibilities, gender, language, religious belief and sexual orientation. It also refers to the other ways in which people are different such as educational level, life experience, work experience, socio-economic background, personality and marital status.

Equal opportunity means treating people as individuals with different skills and abilities, without making judgment based on stereotypes, or on characteristics. These characteristics include sex, age, race, sexuality, disability, pregnancy or marital status.

5. IMPLEMENTATION, MONITORING AND REVIEW

5.1 Implementation

Equal opportunity is ensuring that everyone has equal access to, and an opportunity to take part in the following:

A. Recruitment, Selection and Placement

- It is the policy of the Tarlac State University to strictly adhere to the principles of merit, fitness, and equality. The selection of employees shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation
- Equal opportunities shall be created for advancement of all qualified and competent employees and at the same time provide the same to all qualified men and women who aspire to enter in this institution
- A guide to speedy and fair judgment shall be provided from protests of employees against promotions.



B. Learning & Development

- Granting of training opportunities, study and scholarship endowments shall be based entirely on the employee's mandate and existing competencies.
- Supervisors shall ensure equal opportunity for their staff in the attendance to learning and development opportunities. This safeguards that all staff have the opportunity to contribute to the overall success of the institution as well as enhancing their individual skills and competencies
- Involvement of the TSU employees in the specialized training activities which shall be designed to improve the communication barrier to persons with disabilities.
- Participation of employees to orientations and seminars aimed to promote awareness of the Magna Carta for Women and other gender sensitivity related programs at least once a year.
- Partaking of all genders in the Health and Wellness program and integration of a physical fitness program specifically designed for persons with disabilities.
- An Equal Opportunities and Diversity Awareness module shall be integrated in the Orientation of New Hires.

C. Performance Management System

- Objectives/performance standards shall be applied fairly and consistently.
- Assessment of objectives/performance standards achieved shall be clearly related to departmental/section objectives.
- Judgments should be demonstrably based on objective evidence and where appropriate, recognize initiative, leadership and/or contribution to teamwork.
- Fair consideration in setting of targets and in the evaluation of accomplishments shall be given to individuals with different skills and abilities without making judgments based on stereotypes or on characteristics. These characteristics include sex, age, race, sexuality, disability, pregnancy, or marital status.
- Employees who are differently abled shall be provided by their supervisors to meet their targets.

D. Rewards & Recognition

- TSU shall adhere to the principle of providing incentive and awards based on performance, innovative ideas and exemplary behaviour and shall not discriminate based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its award and incentive program.
- Equality will be provided in the distribution of recognition. All employees shall be given the same opportunity to be recognized for the result of their work.

5.2 Monitoring

The Tarlac State University shall monitor the implementation of this policy. Monitoring will not be an end in itself but shall produce information to be used in planning and decision-making processes to:

- Identify and promote good practice



- Ascertain any issues or barriers in promoting equality of opportunity and the acceptance of diversity;
- Recognize action to be taken to address disparities.

5.3. Review

Equal Opportunity policies, procedures and practices shall be kept under review so as to ensure that this policy is being adhered to and to ensure that this policy does not include requirements or conditions which constitute, or may lead to, unlawful discrimination.

6. GRIEVANCES AND DISCIPLINARY MEASURES

6.1 Grievances

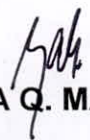

All allegations of discrimination on the grounds of race, religion or belief, colour, sex, age, national origin, disability or sexual orientation shall be dealt with seriously and confidentially. Any employee may use the grievance procedure to complain about discriminatory conduct.

6.2 Disciplinary Measures

TSU prohibits offensive conduct, derogatory comments, or other verbal or physical aggression or attack based on an individual's race, religion or belief, colour, sex, age, national origin, disability or sexual orientation. Any employee who harasses any other employee on the grounds of aforementioned discriminatory factors shall be subject to the university's disciplinary procedure. In serious cases, such behavior shall be deemed to constitute gross misconduct, and, as such, shall result in summary dismissal in the absence of mitigating circumstances for permanent employee and non-renewal or termination of contract for personnel under Job-Order status.

7. EFFECTIVITY

This Equal Employment Policy shall take effect immediately.


DR. MYRNA Q. MALLARI
 University President

Date



TARLAC STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE
MERIT SELECTION AND PROMOTION PLAN FOR NON-TEACHING PERSONNEL

Equal Employment Opportunity Policy

General Policies

Tarlac State University adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its employment procedures. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, reemployment and transfer, leaves of absence and compensation.

Opportunity for suitable employment shall be open to all qualified applicants. No applicant shall be denied access to opportunities for suitable employment. Equal opportunities shall be created for advancement of all qualified and competent employees and at the same time provide the same to all qualified men and women who aspire to enter in this institution.

Specific Guidelines for Recruitment, Selection and Promotion

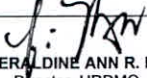
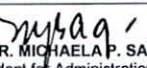

1. Each applicant shall be given a fair and equitable chance to compete for appointment and promotion regardless of gender, age, civil status, political affiliation, national origin, race or color, physical disability and ethnicity.
2. Recruitment personnel shall ensure that any invitation for interview and examination shall ask all candidates about any adjustments due to a disability that may have to be made during the selection process.
3. If a candidate has specified in his/her application that he/she has specific requirements to enable him/her to attend an interview, complete a test or another part of the selection process because of his/her disability, reasonable adjustment shall be made to address the special needs of differently-abled applicant. Efforts shall be exerted to provide qualified PWDs equal opportunity in the selection process based on qualification standards prescribed for an appointment to a position.

3.1 Reasonable facilities or accommodation shall be provided or made available to address the special needs of individuals with disability such as but not limited to:

- a) Providing ramp for wheelchair or improvement of existing facilities used by employees with disability;
- b) Providing accessible rooms for interviews and exams;
- c) Acquisition or modification of equipment or devices inclusive of wheelchairs, scratches, etc. that would aid them in the recruitment process;

3.2 Reasonable adjustment shall also be made during assessment process of applicants with disabilities such as:

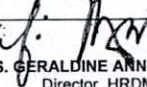
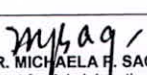
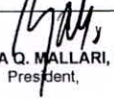
- a) Modification of examinations and other policies pertaining to hiring and promotion like giving an additional time for exam and interview and/or providing other options on how to take the examination.
- b) Provision of tests that are designed to measure the skills/abilities of applicants in carrying out the functions of the position;

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| PREPARED BY:  MS. GERALDINE ANN R. LENON Director, HRDMO | REVIEWED BY:  DR. MICHAELA P. SAGUN Vice President for Administration and Finance | APPROVED BY:  MYRNA Q. MALLARI, DBA. President. |
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- c) Interview questions shall focus on the applicants qualifications and skills and their ability to perform specific job or tasks. Questions related to their disability or medical records shall be avoided. Discussion of special needs relative to their disabilities shall be done after they have been assessed and determined to be qualified for the position/s.
 - d) Provisions of auxiliary aids and assistive devices like acquiring computers using Braille for blind applicants, and hearing aids for applicants with hearing impairment.
 - e) Assistance from the TSU College of Education or other organization for the services of their SPED Teacher to assist or act as qualified interpreter during the assessment of persons with disabilities especially those with hearing and speech impairment.
4. Should a selection process requires applicant to take a test, the test should be necessary and related to the job and recruitment personnel shall not exclude people or individuals with disabilities.
5. If considering a candidate with disability for a specific job, the university and staff shall be open to making adjustments if required, in the workplace, workstations and work conditions, to maximize the ability of the said candidate to perform the job.
- Provision of flexible work hours
 - Adjustments to work duties
 - Physical adaptations made to workplace, ramp, wheel chair, accessible toilets
 - Changes to the employee's workstation, different desk and chair
 - Assistive technologies such as special keyboards, telephone headsets
6. If an applicant or employee request an accomodation in the dress code because of his/her disability or pregnancy, or the dress code conflicts with an individual's religious practice, modification on the dress code or permission for an exception to the dress code shall be made.

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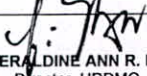
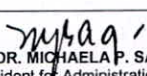

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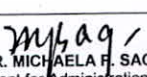

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