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August 11, 2008

STATEMENT OF BASIC POLICY ON EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION FOR STAFF EMPLOYEES AT UCLA

The University of California, Los Angeles (UCLA or University) is an equal employment opportunity employer. It is the policy of the University not to engage in discrimination against or harassment of any person employed by or seeking employment with the University because of race, color, national origin, religion, sex, gender identity, pregnancy¹, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994)². This policy applies to all employment practices, including recruitment, selection, promotion, transfer, demotion, merit increases, salary, training and development, separation, and making reasonable and appropriate accommodations for persons with disabilities. This policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies.

UCLA will continue to make good faith efforts to promote and maintain a discrimination and harassment-free workplace by demonstrating that it neither condones nor tolerates employment practices that discriminate against or harass any person or specific group of persons on the basis listed above. UCLA is committed to maintaining an environment in which employees can work in an atmosphere that is free from all forms of discrimination, harassment (sexual or otherwise), exploitation, or intimidation. Such behavior is prohibited by law and is a violation of University policy.

University policy prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment.

¹ *Pregnancy* includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

² *Service in the Uniformed Services* includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

³ *Covered Veterans* includes veterans with disabilities, recently separated veterans, Vietnam era veterans, veterans who served on active duty in the U.S. Military, Ground, Naval, or Air Service during a war or in a campaign or expedition for which a campaign badge has been authorized, or Armed Forces service medal veterans.

UCLA is an affirmative action/equal opportunity employer. It is the policy of the University to undertake affirmative action consistent with its obligations as a Federal contractor, for minorities and women, for persons with disabilities, and for covered veterans.³

UCLA is committed to apply every good faith effort to achieve prompt and full utilization of minorities and women in all segments of its workforce where deficiencies exist. Furthermore, it is our policy at UCLA to promote equal employment opportunity and to take affirmative action through recruitment and employment efforts, training and development, educational opportunities, advancement in employment, transfer and other terms and conditions of employment of qualified minorities, women, persons with disabilities, and covered veterans. These efforts conform to all current legal and regulatory requirements and are consistent with University standards of quality and excellence.

Our primary tool toward the attainment of a diverse workplace is the development of and adherence to an Affirmative Action Plan (AAP) that translates the legal mandates concerning equal employment opportunity and affirmative action and the responsibilities associated with diversifying the workplace into an operational framework for implementation by the respective Affirmative Action Unit Heads, including Deans, Provosts, and Vice Chancellors.

This written plan, which is required by Federal regulations, is available for inspection during normal working hours in the Staff Affirmative Action Office, the Offices of the Affirmative Action Unit Heads, and the libraries. It can also be viewed via the web at www.chr.ucla.edu.

While it is understood that the application of specific policies will contain appropriate variations for staff employees, this basic statement of UCLA's policy applies alike to all employees.

This AAP is updated annually and should be reviewed by campus units accordingly. The plan shall remain in effect until superseded in whole or in part(s).

It must be emphasized that the purpose of this *policy statement* and *our written plan* is to recognize that mere opposition to employment discrimination or harassment is not enough. *Commitment* and *effort* are required for achievement. I fully expect that these four aspects will characterize the implementation of this program at every level and in every sector of this institution.

This statement of policy and our written plan are to be considered a directive to all University personnel and supersede previous statements. Direct responsibility for staff affirmative action plan implementation is assigned to the Administrative Vice Chancellor, with the assistance and support of designated administrators as described in the written plan.



Gene D. Block
Chancellor