

Universidad Interamericana de Puerto Rico
Oficina del Presidente

A TODOS LOS EMPLEADOS Y SOLICITANTES DE EMPLEO

Manuel J. Fernós
Presidente

POLÍTICA DE IGUALDAD DE OPORTUNIDADES EN EL EMPLEO

Es la política de la Universidad Interamericana de Puerto Rico:

- a. Reclutar, emplear, adiestrar y ascender personas en todas las clasificaciones de empleo sin tomar en consideración raza, color, sexo religión, edad, origen nacional, impedimento físico o mental, orientación sexual, identidad de género, información genética, veterano protegido, haber sido víctima de violencia doméstica o la ciudadanía de individuos de otros países que están autorizados a trabajar en los Estados Unidos de América.
- b. Las decisiones sobre ascensos estarán en conformidad con los principios de igualdad de oportunidades en el empleo, tomando como criterios los requisitos y cualificaciones que apliquen a cada caso, según las normas de Recursos Humanos vigentes.
- c. Las acciones de personal se tomarán conforme al principio de igualdad de oportunidades en el empleo. Se incluyen, entre otras: compensación, beneficios, traslados, cesantías y adiestramientos patrocinados por la Universidad.
- d. Cada gerente o supervisor se asegurará de que los empleados bajo su supervisión conozcan esta política y que reciban orientación a los fines de ponerla en práctica en consulta con la Oficina de Recursos Humanos.

La Universidad Interamericana de Puerto Rico analizará periódicamente sus acciones de personal para asegurar el cumplimiento de esta política y para ello utilizará un sistema de auditoría e informes diseñados para ese propósito. La Sra. Maggie Colón Orellano es la Oficial de Igualdad de Oportunidades y quien administra el programa en la Universidad.

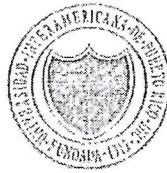
Política Sobre IOE

Página 2

Los empleados con impedimentos, veterano protegido por ley que desee beneficiarse del **Plan de Acción Afirmativa para Personas con Impedimento y Veteranos**, están invitados a identificarse voluntariamente, según el procedimiento establecido. La información provista será tratada confidencialmente.

La Universidad Interamericana ha desarrollado un Plan de Acción Afirmativa el cual está disponible para ser revisado por los empleados y solicitantes a empleo durante horas laborables. Si usted interesa revisar nuestro plan de Acción Afirmativa, comuníquese con la Oficial de Igualdad de Oportunidades en el Empleo, Sra. Maggie Colón Orellano, Oficina Central del Sistema al teléfono 766-1912 ó con la Oficina de Recursos Humanos de su unidad académica para una cita.

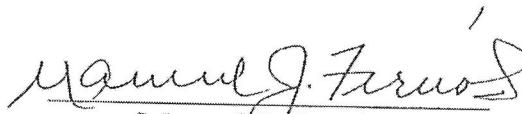
Solicito el respaldo y compromiso de nuestra comunidad universitaria para lograr los objetivos de igualdad de oportunidades en el empleo.



Inter American University of Puerto Rico
Office of the President

AFFIRMATIVE ACTION POLICY FOR
PROTECTED VETERANS

Inter American University of Puerto Rico will not discriminate against any employee or applicant for employment because he or she is a Disabled Veterans, Recently separated Veterans, Recipients of armed forces services medal and Veterans who served in active duty in a war campaign for which a campaign barge was authorized in regard to any position for which the employee or applicant for employment is qualified. Inter American University of Puerto Rico agrees to take affirmative action to employ, advance in employment and otherwise treat qualified disabled veterans, other protected veterans, recently separated veterans, and Armed Forces service medal veterans without discrimination based upon their disability or veterans status in all employment practices such as the following: advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.


Manuel J. Fernós
President

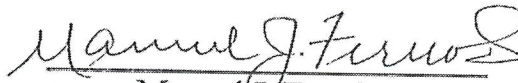


Inter American University of Puerto Rico
Office of the President

AFFIRMATIVE ACTION POLICY FOR THE DISABLED

It is the Policy of Inter American University of Puerto Rico to take Affirmative Action to employ and advance in employment qualified disabled individuals at all levels of employment, including the executive level. The Policy applies to all employment practices, including but not limited to hiring, upgrading, transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.

The Human Resources Executive Director has been designated as coordinator of the Affirmative Action activities. She will be assisted by all management in carrying out these responsibilities. Any employee or applicant for employment who wishes to be considered under this program or who has questions regarding our Affirmative Action Plan should contact Mrs. Maggie Colón Orellano, Equal Employment Opportunity Officer.


Manuel J. Fernós
President



Inter American University of Puerto Rico
Office of the President

ALL EMPLOYEES AND JOB APPLICANTS

Manuel J. Fernós
President

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the Inter American University of Puerto Rico (IAU) to:

- a. Recruit, hire, train and promote persons in all job classifications, without regard to race, color, religion, sex, age, national origin, handicap or status as protected veterans, sexual orientation, gender identity or expression, genetic information, been a victim of domestic violence or citizenship of individuals legally authorized to work in the United States.
- b. Promotion decisions will be taken in accord with principles of equal employment opportunity by imposing only valid requirements for them.
- c. All personnel actions such as compensation, benefits, transfers, layoffs, and University sponsored training, will be administered according to the EEO practices and policies.
- d. Every person in a supervisory position will assure himself or herself that employees under his or her supervision know about the above referred policy and that they receive orientation in consultation with the Human Resources Division, so as to put said policy in full practice.

The Inter American University will periodically analyze its personnel actions to ensure compliance with this policy by means of an auditing and reporting system designed specifically for this purpose. Mrs. Maggie Colón Orellano, is the Equal Opportunity Officer, and the person in charge of administering the program throughout the University.

Employees who are disabled persons or protected veterans who wish to take advantage of the Affirmative Action Program for the Disabled and Veterans, are invited to voluntarily identify themselves by the established procedure.

Not identifying will not affect your status as an employee or your opportunities as an applicant. The information you may voluntarily share with us will be treated confidentially.

Equal Employment Opportunity Policy
Page Two

Inter American University of Puerto Rico has an Affirmative Action Plan, which can be examined by employees and applicants during working hours. If you wish to see our AAP, get in touch with Mrs. Maggie Colón Orellano, Equal Employment Opportunity Officer, at the Central Office of our System through (787) 766-1912 or talk to your Human Resources Director at your academic unit to make an appointment.

I ask your continued assistance and support in attaining the University's objectives of equal employment opportunity.



EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

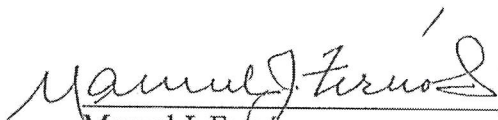
It is the policy of Inter American University of Puerto Rico to provide equal opportunity to all persons consistent with employment requirements and qualifications and to prohibit discrimination in all employment practices for reasons of race, color, religion, sex, sexual orientation or gender identity, national origin, age, physical or mental handicap, been a domestic violence victim, genetic information, status as protected veteran or citizenship of individuals legally authorized to work in the United States. All University facilities provided to employees are available on a non-discriminatory basis. A positive, continuing Affirmative Action Program has been established to promote the full realization of equal opportunity throughout the University.

Included as prohibited discriminatory activities are harassment directed at an individual, or conduct which results in a hostile work environment, including discrimination based on a person having been a victim of domestic violence. It is our goal to recruit, hire, train, and promote persons without regard to race, color, religion, sex, sexual orientation or gender identity, genetic information, age, national origin, handicap, protected veteran or citizenship of individuals legally authorized to work in the United States.

To ensure full compliance with this policy, all applicants for employment and all current employees are judged on the basis of their ability and skills alone. The only criteria for evaluating applicants and candidates for promotions are those specific qualifications which bear a direct relationship to job performance. The University has ensured that all personnel actions such as compensation, benefits, transfers, layoff and University sponsored training are administered without discriminatory practices.

All University executives, directors, administrators, managers and supervisors are held responsible for the application of this policy. This includes initiating supporting programs and practices designed to develop understanding, acceptance, commitment and compliance within the framework of this policy.

The University's Equal Employment Opportunity Officer is responsible for developing, coordinating and directing programs of equal opportunity throughout the University. Every employee is obligated to make equal opportunity a reality in this University.


Manuel J. Fernós
President