RCUH Research Corporation
of the University of Hawai'i
Human Resources Department

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of the **Research Corporation of the University of Hawaii (RCUH)** to recruit, hire, train, and promote qualified persons in all job classifications without regard to race, color, religion, sex, national origin, age, arrest and court record, handicap, marital status, or status as a disabled veteran or veteran of the Vietnam era, and to comply with all applicable Federal, State, and local regulations regarding discrimination in employment.

In carrying out this corporate policy, every effort shall be made to ensure that:

a. Decisions on employment are based upon the principles of equal employment opportunity.

b. Decisions on promotion and transfer are in accord with the principles of equal employment opportunity and involve only valid requirements for promotional and transfer opportunities.

c. Decisions concerning compensation, benefits, layoffs, company sponsored training and educational assistance programs, tuition assistance programs, and social and recreational programs are administered in accordance with the principles of equal employment opportunity.

d. All recruiting sources are advised of RCUH's policy of equal employment opportunity, and all advertisements for employment will state that RCUH is an equal opportunity employer.

e. Periodic analysis of all personnel actions is conducted to ensure that the provisions of this policy are being met.

f. Review and development of an affirmative action plan is conducted on an annual basis. All employees hired, promoted, or transferred must be qualified for the positions they are to hold. Every effort shall be made to select the best-qualified candidate. Should two or more candidates be relatively equally qualified, consideration shall be given to selecting a member of the under-represented or under-utilized group based on the affirmative action plan.

g. All applicable reporting requirements are met.

Responsibility for Implementation of Policy

Responsibility for accomplishing the objectives of this Equal Employment Opportunity Policy is designated to the **EEO Officer (Director of Human Resources)**. He is charged with the responsibility to conduct regular reviews of RCUH's personnel practices, and when required exercise the necessary authority in the resolution of any problems. He is also responsible for establishing and carrying out the procedures and practices developed to implement this policy

1601 East-West Road
Burns Hall 4th Floor, Makai Wing
Honolulu, HI 96848

Tel: (808) 956-3100
Fax: (808) 956-9423
www.rcuh.com

Equal Opportunities Employer
Minorities/Women/Disability/Veteran

and program. The EEO Officer is also responsible for informing the Principal Investigators and members of management of their responsibilities in the implementation of this policy.

The **Principal Investigators** of contracts/grants are responsible for the application of this policy within their contract/grant, and shall ensure that their subordinate supervisors are fully informed about equal employment opportunity principles and are committed to affirmative action objectives. This includes being alert to potential inequalities in job assignment, job opportunities, training, compensation, or any other employment practices. Any perceived or existing inequalities should be reported to the EEO Officer so that necessary corrective action can be taken. While the majority of Principal Investigators are under the direct control of the University of Hawaii or other State agencies, RCUH will be responsible for the effective implementation of this program.

Endorsement of the Equal Employment Opportunity Policy

We reaffirm our dedication to the principles and objectives underlying this Equal Employment Opportunity Policy as signified by our endorsements on behalf of the Research Corporation of the University of Hawaii. A copy of the Affirmative Action Plan is available upon request in the RCUH Human Resources Department. Interested parties may call 956-3100 to review the Plan.

Nelson Sakamoto
Director of Human Resources/EEO Officer
Research Corporation of the University of Hawaii