



Republic of the Philippines
TARLAC AGRICULTURAL UNIVERSITY
Camiling, Tarlac



EQUAL OPPORTUNITY POLICY

- ⇒ **Recruitment, Selection and Placement**
- ⇒ **Learning and Development**
- ⇒ **Performance Management**
- ⇒ **Rewards and Recognition**

OBJECTIVE/PURPOSE

To promote and support an environment which upholds equal opportunity, and diversity in accordance with universal principles of equity, fairness and social justice while ensuring that the **TARLAC AGRICULTURAL UNIVERSITY** complies with its legal responsibilities in accordance with existing laws and policies in the National Government.

SCOPE

This policy applies to all employees of the **TARLAC AGRICULTURAL UNIVERSITY**.

POLICY STATEMENT

The **TARLAC AGRICULTURAL 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 develop within the organization based on their merits, regardless to ethnicity, sex, marital status, disability, gender 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 equal opportunity for all faculty and staff and ensuring a working environment that is free from discrimination and unfair treatment.

The University is likewise committed in the prevention of discrimination, bullying, harassment, victimization and vilification in the workplace and will take all reasonable steps and actions to ensure that employees are treated fairly and with dignity and respect while working.

PRINCIPLES

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

In support of this commitment, the agency will endeavor to:

1. promote a culture which values and responds to the rich diversity of its organization;
2. ensure that employees are aware of their rights and their responsibilities as a public servant;
3. use non-discriminatory, inclusive language and practices;

4. ensure that all employees have fair access to benefits and services in an equitable manner, including assistance reasonably accommodate a person's disability;
5. provide effective mechanisms to resolve complaints of unlawful discrimination, bullying, harassment, vilification and victimization.

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 gender orientation. Diversity 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, ethnicity, sexuality, disability, pregnancy or marital status.

IMPLEMENTATION, MONITORING AND REVIEW

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

Recruitment, Selection and Placement

The University shall promote the equal employment opportunity with no discrimination in the selection of employees on account of age, sex, gender orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation or creed and regulated relations between employees and employers.

Equal opportunities will 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 local government unit.

Equitable facilities and accommodation will be provided to address individuals with disability or those with special needs identifying themselves as such during application period. These provisions as long as it will not cause unnecessary burden to the University which includes (1) providing a ramp for a wheelchair user; (2) providing additional time in taking examinations and interviews; (3) providing a reader or interpreter for a blind or deaf employee or applicant; (4) accessible room for interviews; and (5) assistive devices like communication aids, computer software and hardware with voice recognition programs to enable candidates to compete on an equal basis.

In the selection process which requires the applicant to undergo examination, the examination must be necessary and related to the job and the Board may not eliminate people of a particular race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), or individuals with disabilities.

As a policy, the University has an established dress code which applies to all employees or employees within certain job categories and regardless of rank. However, there are possible exceptions which applies due to disability, pregnancy or religious practices, the modification of the dress code or permission for an exception to the dress code may be in order.

Learning & Development

Granting of training opportunities, study and scholarship grants 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.

Involvement of the University employees in the specialized training activities which shall be designed to improve the communication barrier to persons with disabilities.

Involvement 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.

Participation 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.

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, gender preference, disability, pregnancy, or marital status.

Employees who are differently abled will be provided by their supervisor to meet their targets.

Rewards & Recognition

There shall be an equal opportunity for employees to be rewarded according to their contributions and achievements regardless of ethnicity, color, sex, marital status, disability, sexual preference, age, & religion.

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.

The University will monitor the implementation of this policy.

Monitoring will not be an end in itself but will produce information to be used in planning and decision-making processes to:

1. identify and promote good practice;
2. identify any issues or barriers in promoting equality of opportunity and the acceptance of diversity;
3. identify the action to be taken to address inequalities.

Prepared by:

^{GN}
GINA V. DURAN
*Administrative Officer II/
OIC-HRMO*

Under the Supervision of:

^{slu}
YOLANDA F. JUAN, MPA
Director for Administration

Recommending Approval:

^{Tessie Navarro}
TESSIE E. NAVARRO, Ph.D.
VP for Research, Extension and Training

^{Ernesto A. Viray, Jr.}
ERNESTO A. VIRAY, JR., Ph.D.
VP for Academic Affairs

^{Jeremias D.C. Rodriguez}
JEREMIAS DC. RODRIGUEZ, Ph.D.
VP for Finance and Administration

APPROVED:

^{Max P. Guillermo}
MAX P. GUILLERMO, Ph.D.
University President