



September 7, 2013

**TO:** All Employees and Applicants for Employment

**RE:** Equal Employment Opportunity and Affirmative Action

Dear Colleagues,

Daemen College annually reaffirms its Equal Employment Opportunity Policy (EEO Policy) and its Affirmative Action Program (AAP), and I am pleased to do so now.

The College recognizes its duty to continue to provide equal employment opportunity to all qualified persons, and reaffirms its commitment that there shall be no discrimination against applicants or employees because of race, religion, color, sex, sexual orientation, national origin, age, disability, veteran status, marital status, genetic predisposition or carrier status, or status as a victim of domestic violence, in matters of employment, upgrading, promotion, transfer, layoff, termination, rates of pay, selection for training, recruitment and recruitment advertising. Any employee found to have acted in violation of our policy shall be subject to appropriate disciplinary act

2. The College will base decisions on employment so as to further the principle of equal employment opportunity.
3. The College will ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
4. The College will ensure that all other personnel actions such as compensation, benefits, transfers, sabbaticals, leaves of absence, layoffs, returns from layoff, College sponsored training, education, tuition assistance, social and recreational programs will be administered without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, marital status, genetic predisposition, carrier status, or status as a victim of domestic violence.
5. The Associate Vice President for Academic Affairs is designated as the College's Equal Opportunity and Affirmative Action Officer charged by the President of the College with direct responsibility to monitor all equal employment opportunity activity throughout the College and the responsibility for assuring attainment of the College's stated objective of full compliance with the policy of nondiscrimination in employment.
6. The College's Equal Opportunity and Affirmative Action Officer will monitor the AAP and will report periodically to the President the effectiveness of the program. Such reports will include recommendations for necessary action to ensure attainment of the College's EEO objectives. The President will take any necessary action upon receiving those reports.
7. All department heads will have the responsibility of assuring full compliance with the provisions of the College's EEO Policy and AAP.

The intent of the above policy also applies to the recruitment, employment and advancement of qualified individuals with disabilities, qualified veterans with disabilities, and qualified veterans of the Vietnam Era, recently separated veterans, and other protected veterans.

The College's AAP is designed to include those elements contained in Executive Orders 11246 and 11375 and outlined in the Office of Federal Contract Compliance Revised Order Number 4. Questions or concerns about our EEO Policy and AAP may be directed to the EO/AA Officer (Associate Vice President for Academic Affairs), Duns Scotus Hall Rm. 102, telephone 716.839.8301.

Cordially,



Gary A. Olson  
President