

Non-Discrimination on the Basis of Religion and National Origin

1) *Purpose and Scope*

As a Jesuit institution, Georgetown University is sensitive to the diverse religious practices and observances of its current and prospective employees. Therefore, the University recognizes and accepts its obligations to accommodate the religious observances and practices of employees, by making every reasonable effort to honor their requests.

2) *Equal Employment Policy*

The University's affirmative action recruitment procedures for academic and staff positions, respectively, make reference to the provision of equal employment opportunity for all applicants regardless of their national origin or religion. These procedures have been disseminated to all hiring authorities. Furthermore, the University does not discriminate in any employment practices based on national origin or religion, in hiring, promotion, transfer, reclassification, layoff, termination or any other related personnel action.

3) *Accommodations to Religious Observance and Practice*

The University maintains a liberal leave policy for employees needing time off for religious observances. When appropriately requested, reasonable accommodation will be made to grant the employee's request. When time off is approved, the employee may use accrued vacation or paid leave, leave without pay, or, at the department's discretion, work an alternative day.

4) **National Origin Discrimination**

The University prohibits discrimination against hiring individuals because of his or her ancestor's place of origin or because the individual has the physical, cultural or linguistic characteristics of a particular national origin group. It is against the University's policy to refuse to hire an individual because of the individual's marriage to or association with members of a national origin group or because the individual's name or spouse's name is associated with a particular national origin.