
Equal Employment Opportunity

Responsible Office / Department: Human Resources

A. PURPOSE

To define Scripps Research's commitment to the principles of equal opportunity in all employment decisions including but not limited to recruitment, hiring, promotions, terminations, reductions in force, transfers, job offers, job assignments, compensation, benefits, training, education, and organizational events.

B. SCOPE

This policy applies to all employees of Scripps Research. The successful achievement of our objectives requires the cooperation, assistance, and good faith efforts of all employees.

C. POLICY

1. Scripps Research, its employees, representatives and agents do not discriminate based on gender/sex, religion, race (as amended by SB-188), national origin, citizenship, age, disability, perceived disability, pregnancy, pregnancy related condition, reproductive health decisions, sexual orientation, gender identity, gender expression, genetic information, HIV/AIDS, marital, covered veteran status, or any other category protected by federal, state or local laws, or any other non-employment related criteria. Applications from qualified candidates of all backgrounds are encouraged.
2. Scripps Research takes its equal opportunity and non-discrimination obligations seriously, and actively recruits, hires, and promotes individuals in a manner consistent with local, state and federal law, and applicable regulations and executive orders, prohibiting illegal discrimination and preferences, including but not limited to the FEHA, ADA, Title VII, USERRA, and VEVRAA.
3. **Implementation**
 - a. All employment positions are subject to the posting and recruiting requirements as defined in Scripps Research's [Procedures and Guidelines 105 - Recruitment, Hiring, and Relocation](#).
 - i. Employment positions: All paid employees, including paid interns.
 - ii. Non-employment positions: Postdoctoral Candidates, Graduate Students, Non-paid Interns, Visiting Investigators, Work-Study Students, Summer Interns, etc.
 - b. Periodic reviews of all placements, promotions and transfers will be made to ensure that equal and fair consideration has been given to qualified applicants.
 - c. Corrective action will be taken to ensure compliance with the intent of this policy.
4. **Equal Employment Opportunity Practices for Veterans and the Disabled**
 - a. Scripps Research's practices and policies assure careful, thorough and systematic consideration of the job qualifications of known veterans and disabled applicants and employees for job vacancies filled either by hiring or promotion. A review of the physical and mental requirements for all jobs shall be conducted as vacancies occur to determine that the requirements are necessary for the safe performance of the job. Scripps Research will make a reasonable effort to accommodate physical and mental limitations of an employee or applicant unless it can be demonstrated that such accommodation would impose an undue hardship on the conduct of Scripps Research business.

- b. Please see [Policy 102 - Accommodations for Employees, Applicants & Unpaid Interns](#) for further information.

5. Dissemination of Policy

- a. Scripps Research will continue to disseminate this policy in the following manner:
 - i. Publish the policy on Scripps Research's Intranet;
 - ii. Emphasize the policy to all employees at special meetings, in print and electronic communication and in supervisor/employee discussions;
 - iii. Emphasize the policy to all new employees through orientation;
 - iv. Emphasize the policy to supervisors and managers;
 - v. Notify all recruiting sources of Scripps Research's Equal Employment Opportunity Policy;
 - vi. Incorporate necessary language in all federal grants or awards affirming the Institute's compliance with applicable Federal anti-discrimination laws.

D. RESPONSIBILITY FOR IMPLEMENTATION

1. The President: The President has final responsibility for the overall development, implementation, coordination and monitoring of the Equal Employment Opportunity Policy. Certain of these responsibilities have been delegated to Human Resources.
2. Human Resources: Human Resource's responsibilities include the day-to-day monitoring for compliance as well as the development of policy statements and related communications.
3. Management and Supervisors: All managers and supervisory employees are expected to model appropriate behavior and to make decisions in compliance with the Institute's non-discrimination policy.

E. RELATED POLICIES AND RESOURCES

1. [Policy 102 - Accommodations for Employees, Applicants & Unpaid Interns](#)
2. [Policy 103 – Policy Prohibiting Discrimination, Harassment, and Retaliation in Matters not Covered by Title IX](#)
3. [Procedures and Guidelines 105 - Recruitment, Hiring, and Relocation](#)

F. KEY DATES

1. Reformatted from Administrative Guideline 1.1, May 2022
2. Updated January 2023
3. Updated February 3, 2025, in response to Executive Order 14173 dated January 21, 2025 rescinding Executive Order 11246 of September 24, 1965.