Organizational Equity

OVERVIEW

What is Organizational Equity?

The mission of Organizational Equity is to provide timely and effective guidance to The Johns Hopkins Health System Corporation (JHHS) and its affiliates on all EEO/AA/ADA matters to ensure compliance with all applicable federal, state and local laws.

Organizational Equity (OE) Functions:

- We develop and deliver educational programs on the laws and internal policies pertaining to employment discrimination, including the Americans with Disabilities Act (ADA).
- We address concerns of alleged employment discrimination, harassment, or retaliation in the workplace.
- We provide consultation and guidance as it relates to religious and ADA reasonable accommodation requests.
- We manage Affirmative Action Plans for The Johns Hopkins Health System Corporation (JHHS) and its affiliates.
- Along with other departments, OE supports and advances the core values of diversity and inclusion and the organization’s commitment to provide equal employment opportunity for all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, age, disability, pregnancy, veteran status, national origin, or any other characteristic protected by law.

FILING A COMPLAINT

My employee raised a concern of discrimination, harassment, or retaliation in the workplace. Whom do I contact?

For employees of JHH or JHHSC, please contact Organizational Equity at 410-614-1558 or e-mail EEOconcerns@jhmi.edu. For employees of JHHS affiliates, please contact your respective HR office. Your HR office will initially review your concerns and make appropriate referral to OE as necessary.

If a complaint is filed with Organizational Equity, what happens next?

Once a complaint is filed, Organizational Equity will determine whether the complaint is related to discrimination, harassment, or retaliation in the workplace that is based upon a protected category. If the complaint does not concern discrimination, harassment, or retaliation based upon a protected category, the matter will be referred to Human Resources or to any other appropriate office. If the complaint concerns discrimination, harassment, or retaliation,
Organizational Equity will decide whether mediation or a fact-finding investigation is appropriate.

If mediation is deemed appropriate, Organizational Equity will extend to the parties an opportunity to resolve their concerns through mediation. If mediation is deemed inappropriate, an EEO Compliance Consultant will investigate the complaint.

**ORGANIZATIONAL EQUITY MEDIATION**

**What is Organizational Equity mediation?**

Organizational Equity mediation is a form of alternative dispute resolution. It is designed to help employees find their own solutions to conflicts when discrimination or harassment based upon a protected category may be an issue. During mediation, a neutral certified mediator will facilitate discussions between the parties involved.

**Do I have to mediate my complaint?**

Mediation is a voluntary process. Both parties must agree to participate.

**Are there some types of complaints that are not appropriate for Organizational Equity mediation?**

Mediation may not be offered in some cases. The mediator will determine which cases may be mediated on a case-by-case basis. Complaints raising issues outside of OE’s expertise may be referred to Human Resources or any other appropriate office. For more information on internal mediation of discrimination complaints, you may contact the EEO Intake Coordinator at 410-614-1558 or email EEOconcerns@jhmi.edu

**REQUESTING AN ACCOMMODATION**

**What if I need special assistance or accommodation during the pre-employment process?**

If you are interested in applying for employment and require special assistance or accommodation during any part of the pre-employment process, please contact JHHS HR Central Recruiting at 443-997-5163.

**What if I need information about requesting a reasonable accommodation as an individual with a disability covered under the ADA?**

A request for accommodation may be made. You may obtain a reasonable accommodation request form from the HR website, the Human Resources Office, or Organizational Equity. Forms are also available in alternative format. Please call Organizational Equity at 410-614-1558 or e-mail EEOconcerns@jhmi.edu with questions or for alternative format. For employees of JHHS affiliates, please contact your respective HR office. Your HR office will initially review your request and make appropriate referral to OE as necessary.
I am a manager and have an employee requesting an accommodation as an individual with a disability under the ADA. What should I do?

A request for accommodation may be made. You may obtain a reasonable accommodation request form from the HR website, Occupational Health Services (OHS), your assigned HR Consultant, or Organizational Equity. Forms are also available in alternative format. Please provide the form to your employee and refer to OHS. If you have any questions, please call Organizational Equity at 410-614-1558 or e-mail EEOconcerns@jhmi.edu. For employees of JHHS affiliates, please contact your respective HR office. Your HR office will initially review your request and make appropriate referral to OE as necessary.

I am an individual with disability and need either Family Medical Leave or a Leave of Absence. Whom should I contact?

Please contact Careworks Absence Management toll free at 1-844-263-3121.

I am pregnant and my pregnancy causes or contributes to a disability and would like to request a workplace accommodation, whom should I contact?

Please contact Occupational Health Services at 410-955-6211.

What if I need an accommodation for my sincerely held religious beliefs?

An exemption as a religious accommodation must be requested. JHH and JHHS employees must submit a Religious Accommodation Request Form to Organizational Equity. Contact 410-614-1558 or e-mail EEOconcerns@jhmi.edu if you have questions. For employees of JHHS affiliates, please contact your respective HR office. Your HR office will initially review your request and make appropriate referral to OE as necessary.

What if I need an accommodation to be exempted from the influenza vaccine requirement due to my sincerely held religious beliefs?

An exemption as a religious accommodation must be requested. JHH and JHHS employees must submit a Religious Exception Request Form to Organizational Equity. Contact 410-735-7283 or e-mail EEOconcerns@jhmi.edu if you have questions. For employees of JHHS affiliates, please contact your respective HR office. Your HR office will initially review your request and make appropriate referral to OE as necessary.

**AFFIRMATIVE ACTION**

I would like to request more information on Affirmative Action. Whom do I contact?

Contact Organizational Equity, at 410-614-1558 or e-mail EEOconcerns@jhmi.edu.
Organizational Equity
Contact Us

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MORE INFORMATION