

Frequently Asked Questions

Organizational Equity

OVERVIEW

What is organizational equity?

Along with other departments, Organizational Equity (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.

The mission of OE is to provide timely and effective guidance to The Johns Hopkins Health System (JHHS) Corporation and its affiliates on all equal employment opportunity (EEO)/affirmative action (AA)/Americans with Disabilities Act (ADA) matters to ensure compliance with all applicable federal, state and local laws.

Organizational Equity Functions:

- We develop and deliver educational programs about laws and internal policies, including the ADA, that pertain to employment discrimination.
- We address concerns of alleged employment discrimination, harassment or retaliation in the workplace.
- We provide consultation and guidance regarding religious and ADA reasonable accommodation requests.
- We manage AA plans for JHHS and its member organizations, and ensure that state-specific EEO/AA reporting requirements are met.

Learn about JHHS' policy on EEO, harassment and complaint procedures:

https://www.hopkinsmedicine.org/human_resources/workforce_diversity/equal_opportunity/equal_opportunity_policy.html.

FILING A COMPLAINT

If an employee raises a concern about discrimination, harassment or retaliation in the workplace, who do I contact?

Employees of JHHS and its member organizations should contact OE at 410-614-1558 or EEOconcerns@jhmi.edu.

If a complaint is filed with OE, what happens next?

When a complaint is filed, OE determines whether the complaint is related to discrimination, harassment or retaliation, and based on the protected category. If the complaint does not concern discrimination, harassment or retaliation based on a specific protected category, the matter is referred to human resources or another office, as appropriate. If the complaint does concern discrimination, harassment or retaliation, OE decides whether mediation or a fact-finding investigation is appropriate.

If mediation is deemed appropriate, OE extends to the parties an opportunity to resolve their concerns. If mediation is deemed inappropriate, OE will investigate the complaint.

ORGANIZATIONAL EQUITY MEDIATION

What is OE mediation?

A form of alternative dispute resolution, OE mediation is designed to help employees find their own solutions to conflicts when discrimination or harassment based on a protected category may be an issue. During mediation, a neutral certified mediator facilitates discussions between the parties involved.

Is mediation required for a complaint?

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

Are some complaints not appropriate for organizational equity mediation?

Mediation may not be offered in some cases. The investigator determines on a case-by-case basis when mediation is conducted. Complaints raising issues outside of OE's expertise may be referred to human resources or another office, as appropriate. For more information on internal mediation, contact the EEO intake coordinator at 410-614-1558 or EEOconcerns@jhmi.edu.

REQUESTING AN ACCOMMODATION

Learn about JHHS' policy on reasonable accommodation for individuals with disabilities: [Reasonable Accommodation for Individuals with Disabilities \(johnshopkins.edu\)](https://www.johnshopkins.edu/eo).

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

If you want to apply for employment and require special assistance or accommodation during any part of the pre-employment process, please contact JHHS human resources central recruiting at 443-997-5163 or careers@jhmi.edu. Text telephone device (TTY) users can call Maryland Relay at 711.

What if I need to request a reasonable accommodation as an individual with a disability covered under the ADA?

A request for accommodation may be made using the form, https://www.hopkinsmedicine.org/human_resources/workforce_diversity/docs/FORM-Reasonable-Accommodation-Request-updated-11-2021.pdf Forms are also available in alternative format. Please contact OE at 410-614-1558 or EEOconcerns@jhmi.edu with questions or for alternative format forms.

I am a manager, and an employee is requesting an accommodation as an individual with a disability under the ADA. What should I do?

A request for accommodation may be made using the form, https://www.hopkinsmedicine.org/human_resources/workforce_diversity/docs/FORM-Reasonable-Accommodation-Request-updated-11-2021.pdf.

Forms are also available in alternative format. Please provide the form to your employee and refer the employee to occupational health services (OHS). If you have questions, contact OE at 410-614-1558 or EEOconcerns@jhmi.edu.

I am an individual with a disability and I need either family medical leave or a leave of absence. Who should I contact?

Please call the Sedgwick absence management company at 844-263-3121 (toll free).

My pregnancy causes or contributes to a disability, and I want to request a workplace accommodation. Who should I contact?

Please call OHS at 410-955-6211.

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

Employees of JHHS and its member organizations must submit a religious accommodation request form. Call 410-614-1558 or email EEOconcerns@jhmi.edu.

What if I need an accommodation to be exempted from the influenza and/or COVID-19 vaccine due to my sincerely held religious beliefs?

Current employees of JHHS and its member organizations can submit a religious accommodation request through the vaccine management system. New employees receive a religious accommodation request form during the onboarding process. Employees of Sibley Memorial Hospital should contact occupational health services or human resources for instructions to submit an exemption.

AFFIRMATIVE ACTION

I want to request information on affirmative action. Who do I contact?

Call 410-614-1558 or email EEOconcerns@jhmi.edu.

Organizational Equity

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