

## People & Culture

# Equal Employment Opportunity (EEO)

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### **Purpose**

To maximize scientific pursuits and impact, we seek to build and sustain a workforce representing diverse backgrounds, perspectives, and skills while fostering an inclusive environment where everyone can learn, contribute, and thrive. This policy sets forth our commitment to provide equal employment opportunities to all employees and job applicants.

### **Scope**

This policy applies to applicants for employment and all HHMI employees.

This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, performance appraisals, promotion, compensation, benefits, transfer, termination, retirement, training, tuition reimbursement, and all other aspects of employment.

## Policy

### **Equal Employment Opportunity**

We provide equal employment opportunities without regard to race, color, religion (including religious dress and grooming), sex (including pregnancy, childbirth, and related medical conditions), gender, sexual orientation, gender identity or expression, national origin, ancestry, ethnicity, age, physical or mental disability, citizenship, genetic information, genetic status or characteristics, marital status, military and veteran status, requests for legally-protected family leave or medical leave for the employee's own serious health condition, or any other characteristic protected under applicable federal, state or local law.

We prohibit discrimination and harassment of any type and comply with all applicable federal, state, and local fair employment laws and regulations in every location where we operate. Please reference our [Workplace Behavior Policy](#) to review our standards of behavior and prohibition against discrimination, harassment, and retaliation policies.

### **Reasonable Accommodation**

We provide equal access and opportunity to employees and job applicants who are qualified persons with disabilities, in compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA), and applicable state and local laws.

We prohibit discrimination on the basis of disability in all aspects of the application process and the employment relationship.

We provide reasonable accommodations to qualified disabled job applicants and employees to perform the essential functions of their job, as long as the accommodation does not create an undue hardship to HHMI.

We respect our applicants' and employees' sincerely held religious beliefs and practices. We provide reasonable accommodations for these beliefs and practices as long as the accommodation does not create an undue hardship to HHMI.

We comply with the Pregnant Workers Fairness Act. We provide reasonable accommodations to qualified job applicants and employees to accommodate the individual's known limitations related to pregnancy, childbirth, or related medical conditions, as long as the accommodation does not create an undue hardship to HHMI.

Please see our [Reasonable Accommodation Procedure](#) for more information.

To report any conduct you believe violates this Policy, please see our [Complaint Resolution Procedure](#). HHMI does not permit any form of retaliation against individuals who make good faith reports of alleged violations of policy or who cooperate in HHMI's investigation of such reports, even if the allegations cannot be substantiated.

## California Legal Appendix

Without excluding characteristics protected in other jurisdictions, California employees note that legally protected characteristics include medical conditions and requests for California's state "pregnancy disability leave" in addition to the characteristics listed above and under any other applicable laws.

## Related Procedures, Forms and Policies

[Recruitment and Hiring Policy](#)

[Reasonable Accommodation Procedure](#)

[Workplace Behavior Policy](#)

[Complaint Resolution Procedure](#)

## Contact

If you have any questions about this policy or situations in which it may apply, please contact your HR Business Partner.

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