

3364-12-02 Diversity education online training and workshops.**(A) Policy statement**

The vehicle for the university of Toledo's ("UT") diversity initiatives are diversity workshops and online training. The online training and workshops are offered to ensure that all employees are aware of the university's commitment to diversity, inclusion and mutual respect. To assure compliance, all employees will participate in the appropriate training:

Medical center ("UTMC") employees will participate in diversity education at new employee orientation or online training (for those who are not required to attend new employee orientation.

Non-UTMC university employees will participate in diversity workshops through new employee orientation, face-to-face training, or online training.

The university believes that the respective workshops and online training are consistent with the university's definition of diversity. The office of diversity and inclusion is responsible for the implementation of the development of the modules and workshops and will serve as the resource for questions on tracking of training completion. As such, these modules and workshops are important to the university achieving its strategic direction, embodying its core values and advancing its mission.

All faculty, staff, employees and volunteers are required to satisfactorily complete the respective face-to-face or online training as appropriately noted for their designation of UTMC employees or non-UTMC university employees.

(B) Purpose of policy

The university supports the value of diversity among its students, patients, volunteers, employees and constituent community. The online training and workshops will explain the important role that diversity has in the enrichment of the university and hospital experience. The institution's collective purpose is to enhance the educational, patient care and social experiences of all individuals who are associated with the university.

(C) Definition of diversity

Diversity is a core value of the university of Toledo. As a scholarly community that encourages diversity of thought as reflected in our broad array of disciplines, we embrace the many things in life that makes us different. The university welcomes people of all racial, ethnic, cultural, socioeconomic, national and international backgrounds. We embrace diversity of pedagogy, religion, age, ability, sexual orientation, gender identity/expression, and political affiliation. Diversity is essential to our ability to survive and thrive. Every individual is a necessary asset, and we demonstrate this every day in our policies, practices, and operating procedures.

(D) Procedure

- (1) The office of diversity and inclusion is responsible for the implementation of the development of the modules and workshops and will serve as the resource for questions on tracking of training completion.
- (2) Employees will be required to attend a: (a) session at new employee orientation, (b) a face-to-face diversity training (offered on a regular basis), or (c) online modules housed in lawroom, the university's online compliance training program.
- (3) Completion and tracking information will be made available to all participants.
- (4) Responsibilities of chairs, department heads and supervisors

To require participation by:

- (a) Ensuring that new employees/staff/volunteers register and attend a diversity training session.
- (b) Requiring that all employees complete the online training or workshops within three months of employment.

Effective: 7/29/2019

CERTIFIED ELECTRONICALLY

Certification

07/19/2019

Date

Promulgated Under:	111.15
Statutory Authority:	3364
Rule Amplifies:	3364