# 5610 Equal Employment Opportunity

The College intends to provide equal opportunities for jobs and for advancement at every level without regard for age, race, color, religion, genetic information, sex, national origin, disability, pregnancy, or veteran status. Discrimination which is based upon these characteristics is prohibited and defined as conduct which denies the individual the benefits of, treats the individual unfavorably or otherwise adversely affects a term or condition of an individual's employment. Each employee is expected to comply with this policy in every aspect of the employment relationship including: recruitment, selection, placement, training, compensation, promotion, transfer, termination and benefits, as well as other College sponsored programs.

The College shall base all of its employment decisions on job-related standards and its commitment to equal employment opportunity. The College shall ensure that all human resources are administered accordingly.

**Procedure**

Any applicant or employee who feels he/she has been treated in any way that violates the equal employment opportunity principles shall contact any of the following: area Vice President, his/her immediate supervisor, Human Resources Director, or the Vice President for Administrative Services and Finance. Once any officer of the College is notified, they are required to visit with the Compliance Officer/Vice President for Administrative Services and Finance.

For discriminatory conduct unrelated to an individual's sex, complaints will be reviewed and/or investigated according to procedures in policy 5630 "Prohibition of Harassment." For discriminatory conduct related to an individual's sex, the complaint should be reported to the Title IX Coordinator and shall be reviewed and/or investigated according to policy 5700 "Sexual Misconduct/Sexual Harassment." In the event that more than one protected class complaint is reported and the report includes a complaint of sexual harassment, sex, all of the complaints shall be reviewed and/or investigated according to policy 5700 "Sexual Misconduct/Sexual Harassment." An example is an individual who reports complaints of discrimination for both age and sex. In this case, the complaints would be simultaneously reviewed and/or and investigated according to procedures in policy 5700 "Sexual Misconduct/Sexual Harassment."

No individual shall be subjected to harassment, intimidation, threats, coercion, or discrimination for: filing a complaint; assisting or participating in an investigation, compliance review, hearing or other activity; opposing any unlawful act or practice; or exercising any other rights under any law or regulation requiring equal employment opportunity. Additionally, the College prohibits retaliation, intimidation, or reprisal against anyone who files a complaint and/or who cooperates with or participates in any procedures or investigations related to complaints of discrimination (For more information, see policy 5630 "Prohibition of Harassment" and policy 5700 "Sexual Misconduct/Sexual Harassment.")

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