

SHIPPENSBURG UNIVERSITY STUDENT SERVICES, INC.

Anti-Discrimination Policy

Purpose

To create an environment free of discrimination.

Scope

Applies to all employees of Shippensburg University Student Services, Inc. (SUSSE), students, and individuals who have a contractual relationship with SUSSE, including, but not limited to vendors and contractors.

Objective

SUSSE is committed to creating an environment free of discrimination for all of its employees, students, and those having a contractual relationship with SUSSE.

Definitions

Unlawful Discrimination: An adverse employment action or decision that is based on or motivated by an individual's race, color, religion, gender, national origin, disability, age, marital status, veteran status, sexual orientation or gender identity in matters of employment. An adverse action or decision that is based upon an individual's sexual orientation or gender identity may be considered sex discrimination in certain circumstances.

Complainant: The person who is alleging the occurrence of discrimination.

Respondent: The person whose actions are alleged to have violated the Anti-Discrimination policy.

Policy

SUSSE is committed to creating an environment free of discrimination for all of its employees, students, and those having a contractual relationship with SUSSE. SUSSE is committed to ensuring equal opportunity and access to employment and contract opportunities for all employees, students and those having a contractual relationship with SUSSE. SUSSE will make every effort to provide these opportunities regardless of race, color, religion, gender, national origin, disability, age, marital status, veteran status, sexual orientation, or gender identity. In addition, this Policy applies to all applicants for employment, all participants in SUSSE-sponsored activities, and those seeking a contractual relationship with SUSSE.

SUSSE is an equal opportunity entity subject to regulation by various statutes including the Age Discrimination in Employment Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, The Civil Rights Act of 1991, the Pennsylvania Human Relations Act, and their underlying regulations. Accordingly, SUSSE will not tolerate discrimination on the basis of age, color, gender, national origin, race, religion, disability, veteran's status, sexual orientation, or gender identity. SUSSE's prohibition against harassment applies to all employees, volunteers, students, vendors, and contractors.

SUSSE also prohibits retaliation against any party for participating in a discrimination investigation. Retaliation includes any adverse treatment that is reasonably likely to deter a complainant or any other individual from filing a complaint alleging discrimination or from participating in an investigation of a discrimination complaint.

Responsibilities

Any employee, student, contractor, or vendor who believes that he or she may have experienced discrimination based on a protected status should promptly report the incidents to The President of SUSSI. Reports may be written or verbal. The President of SUSSI will report to the Shippensburg University's VP of Student Affairs any complaint filed that alleges discrimination as defined in this Policy.

The President of SUSSI is responsible for the implementation, dissemination, and explanation of this Policy. Assistance in accomplishing these tasks may be obtained by contacting Shippensburg University's VP of Student Affairs or legal counsel. It is the obligation of each employee, student, and those with a contractual relationship with SUSSI to adhere to this Policy.

Procedures

The President of SUSSI or his/her designee shall investigate complaints filed in accordance with SUSSI's Policy against discrimination based on race, color, religion, gender, national origin, marital status, veteran status, disability, or age, in compliance with, without limitation, Title VI and Title VII of the Civil Rights Act and, Title IX of the Education Amendments, the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Pennsylvania Human Relations Act. SUSSI's President will hear and investigate all complaints lodged that fall within the aforementioned areas as well as discrimination based on veteran status, sexual orientation or gender identity. Complaints against the President of SUSSI will be received by and investigated by Shippensburg University's VP of Student Affairs.

SUSSI's President will report to the Shippensburg University VP of Student Affairs all complaints filed. Any written complaints filed will be reported to SUSSI's legal counsel. SUSSI's President will work with Shippensburg University's VP of Student Affairs or legal counsel while investigating a complaint.

SUSSI's President shall within (15) fifteen working days of receiving a complaint notify the complainant of either the status of the investigation or the results of the investigation. Until the investigation is concluded and a determination has been made, SUSSI's President will provide a status report of the investigation to the complainant every (15) fifteen working days.

Consequences

SUSSI will not tolerate any form of discrimination and will take appropriate disciplinary action, including possible termination, of any person determined to have engaged in unlawful conduct with the Policy.

No Retaliation

SUSSI will not retaliate or discriminate against any employee, applicant, student, or a contractor because he or she has opposed any unlawful practice or filed a charge of discrimination, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing related to unlawful practices.

SUSSI Board

Reviewed and Approved: Date: May 8, 2018