

**Purpose**

The purpose of this policy is to affirm the University's commitment to prohibit discrimination in employment on the basis of race, color, religion, national origin, sex, age, veteran status, political affiliation, genetics, or disability.

**Authority, Responsibility, and Duties**

This policy governs the conduct of all University employees including faculty, administrators, staff, and students when on the campus of Virginia State University, or on other University property, or in facilities, owned, or controlled by Virginia State University, or being used for a university-related event. Any exceptions in the application or enforcement of these policies must be approved by the President or his designee. The Associate Vice President for Human Resources is responsible for the official interpretation of this policy. Questions regarding the application of this policy should be directed to the Office of Human Resources.

**Policy Statements**

Subject to the requirements of the Governor's Executive Order on Equal Employment Opportunity and state and federal laws prohibiting discrimination in employment, Virginia State University is committed to provide equal employment opportunities to its employees and to applicants for employment on the basis of qualification and merit without regard to race, color, religion, national origin, sex, age, veteran status, political affiliation, genetics, or disability.

The standards of equal employment opportunity shall apply to all facets of employment, including, but not limited to, initial consideration for employment, job placement and assignment of responsibility, evaluation of performance, promotion and advancement, compensation and fringe benefits, access to training and other professional development opportunities, access to facilities, formulation and application of personnel rules and regulations, discipline, layoffs, and terminations.

The University will continue to contribute to the national remedial efforts of employing qualified minorities, women, veterans, and persons with disabilities by continuing the implementation of a program of positive effort designed to encourage the identification, recruitment, employment and promotion of qualified applicants.

In summary, the University will not foster unsound practices such as discrimination in favor of any employees or applicants for employment to the detriment of employment opportunities of any other qualified employee or applicant, nor will it lower the job requirements or performance standards for the purpose of favoring any employee or applicant on the basis of race, color, religion, national origin, sex, age, veteran status, political affiliation, genetics, or disability.

Virginia State University  
Policies Manual

Title: Equal Employment Opportunity

Policy: 1002

**Policy Violations:** Any employee engaging in conduct determined to be discrimination, including acts of retaliation, or who encourages such conduct by others, will be subject to corrective action which may include discharge from employment.

**Obligations and Responsibilities:** All employees are responsible for conducting themselves in a manner consistent with this policy. Anyone who believes they have been subjected to or observed instances of unlawful discrimination should contact the Office of Human Resources. A formal, written complaint is needed from complainants to manage the investigative process effectively.

**Procedures:** Upon notification of a discrimination complaint, the University shall take appropriate action in response to the charge presented by the complainant. All complaints under the policy should be filed within \*30 days from the date of the alleged discrimination.

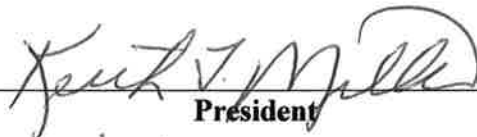
The University shall provide prevention training for all new employees and supervisory staff and administrators at least annually and/or as deemed necessary.

Students shall be made aware of the University's prohibition on discrimination through the Offices of the Vice President for Academic Affairs and Vice President for Student Affairs. Informational sessions should be conducted minimally once, at the beginning of each semester.

This policy shall be distributed and posted appropriately throughout the campus community, or made available to all members of the campus community through the Office of Human Resources and the Offices of the Vice President for Academic Affairs and Vice President for Student Affairs.

*\*The University reserves the right to accept and review complaints that are filed later than 30 days from the date of the alleged discriminatory act if, upon preliminary review by the Human Resource Manager for EEO, the President, or his designee determines that there is just cause for the delay in reporting the matter, or that it is in the best interest of the University to review the matter.*

Approval By: \_\_\_\_\_

  
President

Date: \_\_\_\_\_

8/4/10