



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Human Resources  
Issue/Revision Date: 12/01/2017

## **Discrimination and Harassment**

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### Policy:

Alcorn State University is committed to creating and sustaining a productive, collaborative, and safe work environment. If an employee has knowledge of an action taken by an employee of the University that conflicts with or is in violation of policies, he/she should act on that knowledge and contact the proper University official.

### **Discrimination**

It is the policy of Alcorn State University to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the University will provide reasonable accommodations for qualified individuals with disabilities. Further, the University will not tolerate harassment/sexual harassment. This policy applies to all employees regardless of position, consultants, and applicants for employment. Additionally, it is the responsibility of all persons making employment decisions on behalf of the University to support this policy.

Alcorn State University will not knowingly conduct business with any individual, organization, or entity that practices illegal discrimination. It is the intention of the University to comply with all applicable federal and state laws and regulations which prohibit unlawful discrimination.

All personnel actions, programs, and facilities will be administered in accordance with equal opportunity policies, including but not limited to, recruitment, selection, assignment, classification, promotion, demotion, transfer, layoff and recall, termination, wage assignment, conditions of employment, selection for training or retraining, and social and recreational programs.

To realize the declarations as set forth above, Alcorn State University will, in all solicitations and advertisements for employment vacancies placed by or on behalf of the University, state its position as an equal opportunity employer. In addition, the University will consider through appropriate and designated procedures, the complaint or grievance of any individual who has reason to believe that he/she has been affected by discrimination because of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic

information, marital status, status with regard to public assistance, veteran status, disability, or any other characteristic protected by federal, state, or local law.

Further, as an institution of higher education and in consonance with its policy of equal employment opportunity, Alcorn State University hereby declares its policy of equal opportunity. Questions regarding equal Employment Opportunity may be directed to the Office of Human Resources at (601) 877-6188, or by contacting the Office of Educational Equity and Diversity at (601) 877-6700 for questions or issues concerning diversity and inclusion.

### **Harassment**

Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would perceive is an intimidating, hostile, or offensive environment. Sex discrimination is strictly prohibited, including any form of sexual harassment and sexual violence.

Examples of discrimination and harassment include, but are not limited to:

- Refusing to hire or promote someone because of the person's protected status
- Demoting or terminating someone because of the person's protected status
- Jokes or epithets about a person's protected status
- Teasing or practical jokes based on a person's protected status
- Displaying or circulating written materials or pictures that degrade a person or group
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group.

### **Complaints of Discrimination and/or Harassment**

Formal complaints of discrimination or harassment are addressed by a separate formal process. For a formal complaint to be considered, the employee should complete and submit the *Discrimination/Harassment Complaint Form* located on the Human Resources webpage located at <https://www.alcorn.edu/offices/finance-and-administration/human-resources/hr-forms>. The complaint must be filed within ten (10) days of the date the employee first knew (or with reasonable diligence should have known) of the decision or action giving rise to the complaint or grievance. Before filing a formal complaint, the employee should discuss his/her concern(s) with the lowest administrator who has the authority to address the complaint.

Employees who wish to make a complaint of sexual misconduct should follow the processes detailed in the University's *Discrimination, Harassment and Retaliation Policy* located on the Human Resources Employment Administration webpage located at <http://www.alcorn.edu/offices/finance/human-resources/employment-administration>.