

**Florida A & M University
Office of Human Resources**

HR OPERATING POLICY- PROCEDURE

Procedure No. HR –1003

Subject: Nondiscrimination Policy and Complaint Procedures	
Authority: Florida A&M University Regulation 10.103	Effective Adopted Date: 6/28/06
Revision(s)	06/27/1996; 06/28/2006; 3/2017
Related References	
Purpose	To establish procedures by which employees and applicants for employment with the University shall follow when filing a complaint based on discrimination or harassment.

1.0 General Information

- A. It is the policy of Florida A&M University that each member of the University community be permitted to work or attend class in an environment free from any form of discrimination including race, religion, color, age, handicap, disability, sex, marital status, national origin, and veteran status as prohibited by state and federal statutes.
- B. It is also the policy of the University to create an educational and work environment free from harassment on the basis of race, color, religion, age, handicap, disability, sex, marital status, national origin, and veteran status.
- C. Florida A&M University will actively promote equal opportunity policies and practices which conform to all laws against discrimination and harassment. Further, the University is committed to providing an environment free from discrimination with respect to race, religion, color, age, handicap, disability, sex, marital status, national origin and veteran status as protected under the Vietnam Era Veteran's Readjustment Assistance Act. This commitment applies in all areas affecting students, faculty, Administrative and Professional (A&P), University Support Personnel System (USPS) and Other Personal Services (OPS) employees. It is also relevant to Florida A&M University's selection of contractors, to suppliers of goods and services, and to the use of facilities. Moreover, no person in the University community shall on the basis of race, religion, national origin, sex, color, handicap, disability, age, marital status and veteran status be denied the benefits of, or be subjected to discrimination under any educational program or activity, or in any employment conditions or practices, conducted by Florida A&M University, which is a recipient of federal and state financial assistance.
- D. Florida A&M University is committed to the principle of taking those positive steps necessary to achieve the equalization of educational and employment opportunities in public higher education as outlined in Executive Order 11246.

- E. Organizations when permitted the use of University facilities, support or services must assure that they do not discriminate in their membership with respect to race, color, religion, age, handicap, disability, sex, marital status, national origin and veteran status.

2.0 Definition

- A. Refer to University Regulation 10.103 for the definitions of discrimination and harassment.

3.0 Responsibilities

4.0 General Procedures

- A. The affected individual pursuant to University Regulation 10.103 may file a complaint of alleged discrimination and/or harassment. In order to initiate a formal complaint, the affected individual must complete a Charge of Discrimination/Harassment form (Exhibit _____) and submit this form to the Office of Equal Opportunity Programs.

5.0 Records