

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Employee Relations	Section: VII
	Subject: M
SUBJECT: Equal Employment Non-Discrimination Policy	Effective: 8/1/07
	Revised:

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

EQUAL EMPLOYMENT NON-DISCRIMINATION POLICY

Policy

- A. South Carolina State University provides equal employment opportunity to all employees and job applicants without regard to race, color, religion, gender, national origin, age, disability or veteran status, in accordance with applicable federal and state laws.
- B. This policy of equal employment opportunity/non-discrimination encompasses all aspects of employment including, but not limited to:

Recruitment	Compensation	Transfer
Selection	Benefits	Reduction-in-force
Placement	Promotion	Recall
Training	Discipline	Termination

Procedures

- A. It is the responsibility of every manager and supervisor to create and maintain a work environment that is free of unlawful discrimination and all forms of harassment including, but not limited to, harassment based on gender, race, color, religion, national origin, age, disability, or veteran status.
- B. Every employee is responsible for respecting the rights of other employees, students, vendors and visitors of the University.
- C. An employee or job applicant who experiences any form of unlawful discrimination or harassment should immediately report the incident to the Human Resources Director.
- D. Complaints should be submitted in writing and include date, time, place, name of person(s) involved and other accurate details of the incident.

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- E. If an employee or job applicant (complainant) is unable to submit a written complaint, the Human Resources Director, or his/her designee, will write down the oral complaint. The documented complaint will be given to the complainant to verify its completeness and accuracy. The complainant will sign and date the document.
- F. All complaints will be promptly and thoroughly investigated. Confidentiality will be maintained to the extent possible. However, the investigation may include interviewing persons who have direct knowledge of the incident and/or information pertinent to the investigation.
- G. The complainant and the person, against whom the complaint was made, will be informed in writing of the outcome of the investigation and any action taken by management, with the exception of individual disciplinary actions.
- H. Every employee, regardless of classification, is responsible for cooperating with any investigation initiated under this policy.
- I. The University prohibits any form of retaliation against any employee or job applicant who makes a complaint or assists in an investigation under this policy.
- J. An employee who knowingly makes a false complaint will be disciplined.
- K. The Office of Human Resources Management will periodically conduct equal employment/non-discrimination workshops for supervisors and managers.
- L. New employees will be informed of this policy during Orientation.